



Strategic Planning Committee

Members are invited to a **Meeting of the Strategic Planning Committee** to be held in the Conference Room, Riverside, Lowestoft, on **Monday, 8 April 2024 at 10.30am.**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at <https://youtube.com/live/LBnYD90HESU?feature=share>.

Members:

Councillor Sarah Plummer (Chair), Councillor Mark Packard (Vice-Chair), Councillor Paul Ashdown, Councillor Paul Ashton, Councillor Tom Daly, Councillor Mike Deacon, Councillor Julia Ewart, Councillor John Fisher, Councillor Andree Gee, Councillor Katie Graham, Councillor Toby Hammond, Councillor Colin Hedgley, Councillor Debbie McCallum, Councillor Mike Ninnmey, Councillor Graham Parker, Councillor Malcolm Pitchers, Councillor Rosie Smithson, Councillor Geoff Wakeling, Councillor Kay Yule.

An Agenda is set out below.


Part One – Open to the Public		Pages
1	Apologies for Absence and Substitutions	
2	Declarations of Interest Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.	
3a	Minutes - January 2024 To confirm as a correct record the minutes of the meeting held on Monday 8 January 2024.	1 - 12
3b	Minutes - February 2024 To confirm as a correct record the minutes of the extraordinary meeting held on Tuesday 27 February 2024.	13 - 15
4	Energy Projects Update To receive a presentation on energy projects within East Suffolk from the Cabinet Member with responsibility for Energy and Climate Change.	

Part One – Open to the Public		Pages
5	Confirmation of the new Article 4 directions in the North Lowestoft and South Lowestoft/Kirkley Conservation Areas ES/1905 Report of the Cabinet Member with responsibility for Planning and Coastal Management.	16 - 64
6	Planning Performance Report - 1 October 2023 to 31 December 2023 ES/1906 Report of the Cabinet Member with responsibility for Planning and Coastal Management.	65 - 73
7	Enforcement Performance Report - October to December 2023 ES/1907 Report of the Cabinet Member with responsibility for Planning and Coastal Management.	74 - 81
8	Appeal Performance Report - 8 December 2023 to 10 March 2024 ES/1908 Report of the Cabinet Member with responsibility for Planning and Coastal Management.	82 - 117
9	Adoption of a new Local Validation List ES/1909 Report of the Cabinet Member with responsibility for Planning and Coastal Management.	118 - 914
10	Planning Policy and Delivery Update ES/1910 Report of the Cabinet Member with responsibility for Planning and Coastal Management.	915 - 926

Part Two – Exempt/Confidential **Pages**

There are no Exempt or Confidential items for this Agenda.

Close



Chris Bally, Chief Executive

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Minutes of a Meeting of the **Strategic Planning Committee** held in the Deben Conference Room, East Suffolk House, Melton, on **Monday, 8 January 2024** at **10.30am**.

Members of the Committee present:

Councillor Paul Ashdown, Councillor Paul Ashton, Councillor Tom Daly, Councillor Mike Deacon, Councillor Julia Ewart, Councillor John Fisher, Councillor Andree Gee, Councillor Katie Graham, Councillor Colin Hedgley, Councillor Mike Ninnmey, Councillor Mark Packard, Councillor Graham Parker, Councillor Malcolm Pitchers, Councillor Sarah Plummer, Councillor Rosie Smithson, Councillor Kay Yule

Other Members present:

Councillor Deborah Dean

Officers present:

Cate Buck (Senior Enforcement Officer), Eloise Limmer (Senior Design and Heritage Officer), Matt Makin (Democratic Services Officer (Regulatory)), Andrea McMillan (Planning Manager (Policy, Delivery and Specialist Services)), Adam Nicholls (Principal Planner (Policy and Delivery)), Agnes Ogundiran (Conservative Political Group Support Officer), Bethany Rance (Senior Planner - Energy Projects), Philip Ridley (Head of Planning and Coastal Management), Katherine Scott (Principal Planner (Development Management, Technical Lead)), Robert Scrimgeour (Principal Design and Heritage Officer), Ben Woolnough (Planning Manager (Development Management, Major Sites and Infrastructure)), Karolien Yperman (Design and Heritage Officer).

Note

The start of the meeting was delayed due to a technical issue, and began at 10.36am.

1 Apologies for Absence and Substitutions

Apologies were received from Councillors Toby Hammond, Debbie McCallum and Geoff Wakeling. Councillor Deborah Dean attended as Councillor McCallum's substitute.

2 Declarations of Interest

No declarations of interest were made.

3a Minutes - October 2023

On the proposition of Councillor Hedgley, seconded by Councillor Ashdown, it was by a unanimous vote

RESOLVED

That the minutes of the meeting held on 2 October 2023 be agreed as a correct record and signed by the Chair.

3b Minutes - November 2023

On the proposition of Councillor Packard, seconded by Councillor Graham, it was by a unanimous vote

RESOLVED

That the minutes of the extraordinary meeting held on 2 November 2023 be agreed as a correct record and signed by the Chair, subject to the following amendment:

Item 1, first paragraph, second line - insert text in bold "[...] Malcolm Pitchers, **Sarah Plummer**, Rosie [...]".

4 Energy Projects Update

The Committee received a presentation on energy projects in East Suffolk from the Cabinet Member with responsibility for Energy and Climate Change.

The Cabinet Member advised there had been several planning policy updates since the last update, including new National Policy Statements (NPS) expected to come into force in early 2024 as part of wider planning reform. The Cabinet Member noted the absence of a new nuclear NPS, and noted government intention to designate a new nuclear NPS with consultation anticipated soon.

The Cabinet Member provided an update on the Offshore Coordination Support Scheme (OCSS): Sea Link, North Falls, and Five Estuaries received grant funding in early December 2023. The OCSS sought to explore potential offshore coordination.

The Cabinet Member provided an update on SeaLink, noting a draft response was submitted during the consultation and followed by a response presented to and approved by Cabinet on 2 January 2024. The Cabinet Member also noted the Council is considering a number of ground investigation Town and Country Planning Act applications.

The Cabinet Member noted the letter sent by the Council to the Secretary of State for Energy Security and Net Zero on 20 October 2023, and that a response had not yet been received.

The Cabinet Member provided an update on Sizewell C, noting the Court of Appeal had recently dismissed a legal challenge and that construction was anticipated to commence in Q1 2024, and discharge of requirements was ongoing. The Cabinet Member also noted several forums were being held soon.

The Cabinet Member provided a high level update on other projects; East Anglia One North, East Anglia Two, East Anglia Three, and LionLink.

The Cabinet Member concluded his presentation by noting that the grant of a DCO was not the end of the planning process, and that a significant amount of work was required afterwards.

The Chair invited questions to the Cabinet Member. When asked on the need to transport water by road from Levington to the main development site, and if there had been any study of the requirements for offshore energy landfall, the Cabinet Member said that water extraction facilities in Levington were in place however the plans to transport water to Sizewell were still pending.

The Cabinet Member added that the Council was in discussions with the applicant regarding the proposed lorry park being moved to the Orwell Bridge site but this had not progressed yet. The Cabinet Member acknowledged there had been a lack of a strategic approach and planning for connecting offshore energy sources to land.

There being no further questions, the Chair thanked the Cabinet Member for his presentation.

5 Planning Policy and Delivery Update

The Committee received report **ES/1806** of the Cabinet Member with responsibility for Planning and Coastal Management, which provided an update on key elements of the current work programme, including the preparation of Supplementary Planning Documents and Neighbourhood Plans, and on housing delivery. Updates, as appropriate, were also included for Specialist Services (Design and Heritage, Arboriculture and Landscape (including Rights of Way) and Ecology) that form part of the Planning Policy and Delivery Team. An update was also provided on the delivery of infrastructure to support growth through the Community Infrastructure Levy (CIL).

The Cabinet Member, introducing the report, noted that one of the Specialist Services teams had been renamed and was now known as the Design and Heritage team (formerly Design and Conservation). The Cabinet Member invited the Planning Manager (Planning, Policy, Delivery and Specialist Services) to comment on the report.

The Planning Manager referred to the update sheet that was circulated prior to the meeting, which had stated that the closing dates for the consultations on the Easton Neighbourhood Plan and the Playford Neighbourhood Plan had been extended to 19 January 2024, following the publication of the revised National Planning Policy Framework (NPPF) in December 2023.

The Planning Manager gave a short presentation on the revised NPPF which had been published following a consultation undertaken between December 2022 and March 2023. The presentation outlined the changes made to the following areas:

- Planning system
- Delivering a sufficient supply of homes
- Affordable housing
- Neighbourhood plans
- Design
- Climate change
- Other topics/chapters

The Chair invited questions to the Cabinet Member. In response to a query regarding if anything negative had arisen from the revision of the NPPF, the Planning Manager, at the Cabinet Member's invitation, explained that some changes would not be immediately relevant to the Council and would have more impact when preparing a Local Plan; the Committee was advised that the changes in relation to housing land supply would need to be taken into consideration the next time the Council's housing land supply is calculated.

In response to a query on the update to the Planning Policy for Travellers Sites, the Planning Manager explained that the definition of a traveller had been updated to include those who had ceased permanently travelling.

In response to a query on the definition of a "beautiful building", the Head of Planning and Coastal Management responded that this was difficult to define; the Cabinet Member added that the Specialist Services team will be concentrating on promoting good design to encourage "beautiful buildings" in the district.

In response to a question on the amendment to paragraph 63 of the NPPF, in respect to retirement housing, housing with care, and care homes, the Planning Manager said that the two Local Plans covering the district had both assessed the needs for this type of accommodation and that appropriate policies had been created as a result.

Regarding the impact of the revised NPPF on planning applications and the Council's Local Plans, the Planning Manager explained that the NPPF was a material consideration for planning decision-making, separate to the relevant Local Plan. The Committee was advised that the current version of the NPPF should be taken into account at the point a decision is made, and that further changes to the NPPF were anticipated in 2024.

Councillor Yule moved the recommendation in the report, which was seconded by Councillor Pitchers, and the Chair invited the Committee to debate the proposal. A member of the Committee highlighted a reluctance of parish councils in his ward to make neighbourhood plans, citing concerns about time, cost, and insufficient weight being given to them in decision-making. The Member queried if there was a tabulation on the time and cost to make existing neighbourhood plans and suggested that the Committee receive an update on neighbourhood plans in the future.

In response, the Cabinet Member outlined an upcoming town and parish forum, on 17 January 2024, and suggested that the Member encourage the parishes in his ward to engage with the event. In respect of the information requested, the Cabinet Member said she would ensure this was provided to the Member outside of the meeting.

In response to concerns raised regarding risk, the Cabinet Member noted this was set out in the report and stated that Council needed to be mindful of development coming in the future and the capacity of its Planning service. The Head of Planning and Coastal Management added that further briefings would be provided to elected members to promote wider discussion and noted that a number of neighbourhood plans had been made, with more in the process of being made.

There being no further debate the Chair proceeded to the vote and it was unanimously

RESOLVED

That the content of the report be noted.

6 Authority Monitoring Report 2022/23

The Committee received report **ES/1807** of the Cabinet Member with responsibility for Planning and Coastal Management, which presented the Authority Monitoring Report (AMR) for the monitoring period 1 April 2022 to 31 March 2023.

The Cabinet Member introduced the report and invited the Principal Planner (Policy and Delivery) to give a presentation on the AMR. The Principal Planner explained that following the production of the 2021/22 AMR there had been a review of the process, concentrating on the presentation of the AMR. For 2022/23, a shorter regulatory report had been produced that met the legislative requirements and in addition a planning delivery dashboard had been created to make the information easier to consume and more accessible.

The presentation covered the following areas:

- A summary of the planning delivery dashboard
- Data on new homes completed in 2022/23
 - 812 new homes - 452 in the Suffolk Coastal Local Plan (SCLP) area and 360 in the Waveney Local Plan (WLP) area
- Data on affordable homes completed in 2022/23
 - 155 affordable homes - 113 in the SCLP area, 42 in the WLP area
- New homes in the pipeline
- Town centre vacancy rates over the past five years
- Retail and town centre survey
- Climate change including coastal erosion, flood risk, renewable energy, and sustainable construction
- Employment development including site allocations

The Principal Planner noted that if approved, the AMR for 2022/23 would be published in mid-January 2024.

The Chair invited questions to the Cabinet Member. A member of the Committee asked for more clarity on the process for measuring town centre vacancies; the Principal Planner, at the Cabinet Member's invitation, explained that this was surveyed annually and provided a snapshot in time. The Principal Planner acknowledged that this therefore did not provide real-time information with a recognition that changes to vacancy rates occur frequently.

Another member of the Committee queried the high rate of town centre vacancies in Bungay; the Principal Planner said there was no one reason for this and a variety of national and local factors contributed to the rate.

In response to a question on the measurement of carbon dioxide reductions, the Principal Planner explained that this was measured against a baseline set by policy.

Councillor Yule moved the recommendations in the report, which were seconded by Councillor Deacon, and the Chair invited the Committee to debate the proposals. Members of the committee welcomed the report and the usability of the digital dashboard; one Member said he believed making this information publicly available was effective.

There being no further debate the Chair proceeded to the vote and it was unanimously

RESOLVED

1. That the Council publishes the East Suffolk Authority Monitoring Report covering the period 1 April 2022 to 31 March 2023.
2. That the Head of Planning and Coastal Management Service, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be given delegated authority to make any necessary minor typographical or presentational changes to the documents prior to formally publishing them.

7 Southwold and Walberswick - adoption of conservation areas and conservation area appraisals

The Committee received report **ES/1808** of the Cabinet Member with responsibility for Planning and Coastal Management, which sought to designate extensions to the Southwold Conservation Area and adopt a 2024 Conservation Area Appraisal and Management Plan, and to designate an extension to the existing Walberswick Conservation Area and adopt a 2024 Supplement to the existing 2013 Walberswick Conservation Area appraisal.

The Cabinet Member introduced the report and invited officers from the Design and Heritage team to address the Committee. The Principal Design and Heritage Officer advised that he would comment on the Walberswick matters and that the Senior Design and Heritage Officer would comment on the Southwold matters.

The Senior Design and Heritage Officer explained that there was a legislative requirement to review conservation areas; the Southwold Conservation Area was described as one of the biggest in the district and the Committee was advised it had

not been reviewed for 15 years. The Senior Design and Heritage Officer noted that eight extensions to the Conservation Area, outlined at Appendix A to the report, were proposed and were mostly small in nature.

The Committee was informed that it was important to note that the area previously designated as the Southwold Harbour and Walberswick Quay Conservation Area had been incorporated into the two conservation areas being considered by the report, with the Southwold Harbour being included in the Southwold Conservation Area and Walberswick Quay included in the Walberswick Conservation Area.

The Principal Design and Heritage Officer highlighted the key points of the Walberswick Conservation Area Appraisal, noting the inclusion of Walberswick Quay and that the Conservation Area crossed the parish boundary.

The Cabinet Member commented that the documents were significant and had been a delight to read; she advised that she had consulted the ward member for the area, who was also happy with what had been produced.

There being no questions, Councillor Yule moved the recommendations in the report, which were seconded by Councillor Gee, and the Chair invited the Committee to debate the proposals. A member of the Committee commented on the comprehensive and interesting nature of the documents and looked forward to conservation areas in his own ward being reviewed.

There being no further debate the Chair proceeded to the vote and it was unanimously

RESOLVED

1. That the extension of the Southwold Conservation Area as shown in the maps attached at Appendix A and including those properties and land included in the schedule attached at Appendix C be agreed. This will include amalgamation of part of the existing Southwold Harbour and Walberswick Quay Conservation Area, which will then cease to exist.
2. That the extension of the Walberswick Conservation Area as shown in the maps attached at Appendix B and including those properties and land included in the schedule attached at Appendix D be agreed. This will include amalgamation of the part of the existing Southwold Harbour and Walberswick Quay Conservation Area, which will then cease to exist.
3. That the adoption of the 2024 Southwold Conservation Area Appraisal (January 2024) included at Appendix F be agreed.
4. That the adoption of the 2024 Supplement to the existing 2013 Walberswick Conservation Area Appraisal included at Appendix E be agreed.
5. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to either the Southwold Conservation Area Appraisal and Management Plan or the Walberswick Conservation Area Appraisal and Management Plan Supplement prior to them being published.
6. That it be agreed that the designation date of the proposed Conservation Areas' designation and extension will be Friday, January 12th, 2024 to allow time –

without prejudging the committee's decisions – to publish all necessary statutory notices and advertising, and to write to all affected owners/occupiers.

8 Making of new Article 4 directions for the North Lowestoft and South Lowestoft/Kirkley Conservation Areas

The Committee received report **ES/1809** of the Cabinet Member with responsibility for Planning and Coastal Management, which sought agreement to make new Article 4 directions in the North Lowestoft Conservation Area and the South Lowestoft/Kirkley Conservation Area covering reduced areas, which would replace the existing Article 4 directions.

The Cabinet Member introduced the report and invited the Design and Heritage Officer to address the Committee. The Design and Heritage Officer explained that Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (the GPDO) allowed local planning authorities to make directions restricting permitted development rights (pdrs) within a conservation area, meaning that development normally allowed under pdrs would require planning permission.

The Committee was advised that the current Article 4 directions in place for the North Lowestoft Conservation Area and the South Lowestoft/Kirkley Conservation Area required updating to be brought in line with the GPDO and policy guidance in the NPPF.

The Design and Heritage Officer advised that the proposed Article 4 directions would reduce the area covered; some addresses covered by the existing Article 4 directions were mixed use and therefore the directions were redundant. The Committee was informed that the new Article 4 directions would not add any additional restrictions to addresses covered by the existing directions. The Design and Heritage Officer noted that those areas being removed would still be subject to other restrictions on pdrs in a conservation area.

The Chair invited questions to the Cabinet Member. A member of the Committee queried if it was correct that there were no Article 4 directions in place in the Suffolk Coastal Local Plan (SCLP) area. The Head of Planning and Coastal Management, at the Cabinet Member's invitation, confirmed this was correct and would need to be reviewed. The Principal Design and Heritage Officer added that a pilot project would review this as part of balancing the former dual approach to the SCLP and Waveney Local Plan (WLP) areas.

It was confirmed that planning fees for applications where Article 4 directions applied were subject to the same national fee policy as other planning applications.

Councillor Yule moved the recommendations in the report, which were seconded by Councillor Pitchers, and the Chair invited the Committee to debate the proposals. A member of the Committee, who was ward member for Kirkley and Pakefield, stated he fully supported the proposals.

There being no further debate the Chair proceeded to the vote and it was unanimously

RESOLVED

1. That the making of new Article 4 directions in the North Lowestoft Conservation Area and the South Lowestoft/Kirkley Conservation Area, covering the reduced areas shown on the maps attached at Appendix A and including those properties and land included in the schedule attached at Appendix D and E, be agreed.
2. That it be agreed that the statutory public consultation period is to start on January 22nd 2024, to collect public representations including from members of the public affected by the proposed changes.
3. That it be agreed that following the statutory public consultation period, the new Article 4 directions will be presented to the Strategic Planning Committee at its meeting on 8 April 2024 to consider their confirmation on 15 April 2024.
4. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the Article 4 directions and accompanying maps, prior to the public consultation period.

NOTE: following the conclusion of this item the Chair adjourned the meeting at 12.31pm for a short break. The meeting was reconvened at 12.37pm.

9 Planning Performance Report – July to September 2023

The Committee received report **ES/1810** of the Cabinet Member with responsibility for Planning and Coastal Management, which provided an update on the planning performance of the Development Management Team in terms of the timescales for determining planning applications.

There being no questions, Councillor Yule moved the recommendation in the report, which was seconded by Councillor Packard. The Chair invited the Committee to debate the proposals. Members thanked the officers for their hard work.

There being no further debate the Chair proceeded to the vote and it was unanimously

RESOLVED

That the content of the report be noted.

10 Appeals Performance Report – 12 September 2023 to 7 December 2023

The Committee received report **ES/1811** of the Cabinet Member with responsibility for Planning and Coastal Management, which provided an update on the planning performance of the Development Management Team in terms of the quality and quantity of appeal decisions received from the Planning Inspectorate following refusal of planning permission by the Council.

The Chair invited questions to the Cabinet Member. A member of the Committee noted the appeal decision in respect of application DC/20/3326/OUT (Land at Victoria Mill Road, Framlingham) which had been dismissed, and asked what was the status of a similar application in respect of this site. The Head of Planning and Coastal Management, at the Cabinet Member's invitation, confirmed that a second application

for 35 dwellings on the site had been approved by Planning Committee South prior to DC/20/3326/OUT being heard at appeal.

Councillor Yule moved the recommendation in the report, which was seconded by Councillor Gee, and the Chair invited the Committee to debate the proposal. Several members of the Committee commented on the hard work of the officers on the defence of decisions taken to appeal.

A member of the Committee referred to an appeal he had attended, related to an application in his ward, where he had observed just how much work goes in to defending an appeal; he said that Members should bear this in mind when determining planning applications.

There being no further debate the Chair proceeded to the vote and it was unanimously

RESOLVED

That the content of the report is noted.

11 Enforcement Performance Report - July to September 2023

The Committee received report **ES/1812** of the Cabinet Member with responsibility for Planning and Coastal Management, which provided information on the performance of the enforcement section of the Development Management Team.

The Cabinet Member introduced the report and commented on the excellent work of officers in respect of planning enforcement. The Cabinet Member invited the Senior Enforcement Officer to make a presentation to the Committee regarding proposed changes being introduced by the Levelling Up and Regeneration Act 2023 (the Act).

The presentation from the Senior Enforcement Officer covered the 10 key changes introduced by the Act which would impact on planning enforcement:

- Temporary Stop Notices in relation to Listed Buildings
- Development Commencement Notices
- Completion Notices
- Time limits for enforcement
- Duration of temporary stop notices
- Enforcement warning notices
- Restrictions on appeals against enforcement notices
- Undue delays in appeals
- Penalties for non-compliance
- Power to provide relief from enforcement of planning conditions

The Chair invited questions to the Cabinet Member. A member of the Committee referred to the changes being introduced by the Act and asked if these were intended to prevent development granted planning permission not being delivered. The Senior Enforcement Officer, at the Cabinet Member's invitation, advised that the changes in respect of development commencement notices and completion notices would in theory assist with this, but that further detail on implementation was required.

In response to a query on the reason for introducing time limits for enforcement, the Senior Enforcement Officer reiterated that further guidance on implementation was needed.

There being no further debate the Chair proceeded to the vote and it was unanimously

RESOLVED

That the content of the report be noted.

12 Major Sites Update

The Committee received an update from the Cabinet Member with responsibility for Planning and Coastal Management on major development sites. Councillor Yule invited the Planning Manager (Development Management, Major Sites and Infrastructure) to give a presentation to the Committee, which focused on two major sites - Woods Meadow, Oulton, and Brightwell Lakes.

The presentation covered the following key points:

- Woods Meadow, Oulton:
 - Mixed-use development of approximately 800 houses, neighbourhood shopping centre, community hall, primary school, play areas and country park
 - 556 completed dwellings and 500 occupations achieved to date
 - Details of the development phases still needing full planning permission
 - Details of the areas of infrastructure delivery
 - An identified breach of planning conditions highlighted by planning application DC/23/2826/ARM - lack of delivery of a section of spine road and footway at trigger points
 - Provision of the community centre and medical centre; issues with the developer intending to market the land for sale whilst the Council was of the view that land for a medical centre should be at no cost
- Brightwell Lakes:
 - Outline of a Member and Officer site visit undertaken in December 2023
 - Completion of the A12 access to the site
 - The phased development plan for 2024 to 2028
 - Images of completed show homes, ongoing construction, and ongoing road development

The Planning Manager highlighted that conversations had been held with the developer at Woods Meadow regarding the marketing of the land for sale to develop the medical centre and that officers had been firm that this should not happen, and had sought a commitment from the developer to bring the land forward within the next month.

The Chair invited questions to the Cabinet Member and the Planning Manager. A member of the Committee sought further information on the provision of a community centre at Woods Meadow, and the development of a garden village near Corton. The Planning Manager said it was his understanding that the land for the community centre was being transferred to the Council and that the assets team would be developing a project to deliver a community centre on the site; he added that there was index-linked Section 106 funding available for this.

In respect of the North of Lowestoft Garden Neighbourhood, the Planning Manager said that the master planning stage was ongoing and an initial planning application had been expected in early 2024, however work was currently focusing on mitigation of odour from the nearby sewage treatment plant.

In response to a supplementary question about the North of Lowestoft Garden Neighbourhood, on how it would interact with the adjacent development of a new site for the local rugby club, the Planning Manager said that development opportunities had been discussed with the rugby club but this was a matter between the club and Suffolk County Council as the landowner.

There being no further questions, the Chair thanked the Cabinet Member and the Planning Manager for the presentation.

The meeting concluded at 1.22pm.

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Chair

Unconfirmed



Minutes of an extraordinary meeting of the **Strategic Planning Committee** held in the Deben Conference Room, East Suffolk House, Melton, on **Tuesday, 27 February 2024 at 12.30pm.**

Members of the Committee present:

Councillor Tom Daly, Councillor Mike Deacon, Councillor Julia Ewart, Councillor John Fisher, Councillor Andree Gee, Councillor Katie Graham, Councillor Colin Hedgley, Councillor Mark Packard, Councillor Graham Parker, Councillor Malcolm Pitchers, Councillor Sarah Plummer, Councillor Rosie Smithson, Councillor Geoff Wakeling, Councillor Kay Yule

Officers present:

Eloise Limmer (Senior Design and Heritage Officer), Matt Makin (Democratic Services Officer (Regulatory)), Andrea McMillan (Planning Manager (Policy, Delivery and Specialist Services)), Agnes Ogundiran (Conservative Political Group Support Officer), Ben Woolnough (Planning Manager (Development Management, Major Sites and Infrastructure)).

1 Apologies for Absence and Substitutions

Apologies for absence were received from Councillors Paul Ashdown, Paul Ashton, Toby Hammond, Debbie McCallum, and Mike Ninnmey. Councillor Lee Reeves attended the meeting as Councillor Ninnmey's substitute.

2 Declarations of Interest

No declarations of interest were made.

3 Confirmation of Article 4(1) direction at Landguard Lodge, Manor Terrace, Felixstowe, IP11 2EL

The Committee received report **ES/1866** of the Cabinet Member with responsibility for Planning and Coastal Management, which sought the confirmation of an emergency direction made under Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 to remove the permitted development right to demolish Landguard Lodge, Manor Terrace, Felixstowe, IP11 2EL without prior consent from the local planning authority.

The Cabinet Member introduced the report, summarising the process taken to issue the emergency direction on 27 September 2023. The Committee was advised that the direction would expire on 27 March 2024 unless confirmed by the Council before that date, and that the Committee was requested to determine if the direction be

confirmed or allowed to lapse. The Cabinet Member highlighted that should the direction be allowed to lapse, this would result in the permitted development right of demolition being reinstated.

The Cabinet Member invited the Senior Design and Heritage Officer to give a presentation to the Committee. The presentation outlined the location of Landguard Lodge and provided historical and current aerial images demonstrating its relationship to its surroundings. The Committee was also shown images of the building from street view which demonstrated its impact on the character of the area.

The Senior Design and Heritage Officer stated it was rare to use powers to make an emergency direction, and that it was the responsibility of the Committee to confirm such directions as set out in the Council's Constitution. The Committee was informed that during the consultation that was undertaken three responses were received, which were detailed at Appendix A to the report, which all supported the confirmation of the direction.

The Senior Design and Heritage Officer added that over 50 objections were made in response to the prior notification of demolition, which demonstrated the strong local feeling that the building should be protected from demolition.

The Committee was advised that there was a possible financial risk to the council in confirming the direction, as the making of such may give rise to a claim for compensation should a subsequent planning application be refused. The Committee was advised that the building owner had not made any representation during the consultation process.

The Senior Design and Heritage Officer highlighted that the government was currently consulting on permitted development rights, including whether the permitted development right of demolition should be removed for buildings constructed before 1930.

In response to questions to the Cabinet Member, it was noted that the caravan site, which encompassed Landguard Lodge, was now owned by Park Holidays and it was surmised that the proposed demolition was to make way for more caravan pitches. The Planning Manager (Development Management, Major Sites and Infrastructure) said it was hoped that since engagement the owner had reassessed the importance of the building.

It was noted that the Felixstowe Society had requested the building be listed, but the decision of Historic England was that the building was of local significance but did not meet the criteria for inclusion on the national list.

In response to a further question, officers said that the building was vacant at present but remained in good condition.

Councillor Yule moved the recommendation in the report, which was seconded by Councillor Deacon, and the Chair invited the Committee to debate the proposal. Members of the Committee spoke in support of confirming the direction, complimenting the speed with which officers had taken action and the importance of

protecting an important building in Felixstowe. One member of the Committee, who was familiar with the site, considered Landguard Lodge to be an iconic building and said it would have been a tragedy if it had been lost.

One member of the Committee expressed concern about the building being allowed to deteriorate to a state where it would need to be demolished, and was assured by officers that enforcement powers could be used to prevent this.

Another member of the Committee noted that Park Holidays operated across East Suffolk and had demonstrated a willingness to work with communities, and considered this could be an opportunity for them to work with Felixstowe Town Council to bring the building back into use.

The Cabinet Member concluded the debate by highlighting that the building would feature on the proposed Landguard Fort trail and this was another reason for the swift action that happened.

There being no further debate the Chair proceeded to the vote and it was unanimously

RESOLVED

That the direction made under Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 on 27 September 2023 removing the permitted development right of demolition from Landguard Lodge, Manor Terrace, Felixstowe, IP11 2EL (area shown on the plan in Appendix A) be confirmed.

The meeting concluded at 12.55pm.

.....
Chair

Committee	Strategic Planning Committee
Date	08/04/2024
Subject	Confirmation of the new Article 4 directions in the North Lowestoft and South Lowestoft/Kirkley Conservation Areas
Cabinet Member	Councillor Kay Yule Cabinet Member with responsibility for Planning and Coastal Management
Report Author(s)	Karolien Yperman Design and Heritage Officer karolien.yperman@eastsoffolk.gov.uk
Head of Service	Philip Ridley Head of Planning and Coastal Management philip.ridley@eastsoffolk.gov.uk
Director	Nick Khan Strategic Director nick.khan@eastsoffolk.gov.uk

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
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Purpose/Summary

To confirm the new Article 4 directions in the North Lowestoft Conservation Area and the South Lowestoft/Kirkley Conservation Area, which are to replace the existing Article 4 directions. The new Article 4 directions were made on 8th January 2024 by agreement of the Strategic Planning Committee, and a statutory period of public consultation subsequently ran from 22nd January 2024 to 1st March 2024 (6 weeks).

This report will set out the background of the proposal, it will show the results of the public consultation and propose the confirmation of the Article 4 directions, to take effect on 15th April 2024.

Recommendation(s)

That the Strategic Planning Committee:

1. Agrees to confirm the new Article 4 directions in the North Lowestoft Conservation Area and the South Lowestoft/Kirkley Conservation Area, to take effect on 15th April 2024, on which date the existing Article 4 directions are cancelled and superseded.

Strategic plan

How does this proposal support Our Direction 2028?

Environmental Impact	Preserving the district's beauty and heritage by aiding the preservation and enhancement of the North Lowestoft and South Lowestoft/Kirkley Conservation Areas.
Sustainable Housing	Promoting community pride in homes and neighbourhoods by preserving the historic character of Lowestoft.
Tackling Inequalities	Not applicable.
Thriving Economy	Supporting responsible tourism and visitor economy by preserving our local heritage.
Our Foundations / governance of the organisation	Engaging with residents on changes to planning regulations that would affect them.

Justification for recommendations

1. Background

- 1.1. The Design and Heritage Team are undertaking a review of the Article 4 directions on existing Conservation Areas, starting with the North Lowestoft Conservation Area and the South Lowestoft/Kirkley Conservation Area. These Article 4 directions were put in place in 2007 by the former Waveney District Council and are blanket in nature, covering all properties within the Conservation Areas, regardless of their status, use or merit.
- 1.2. Article 4 directions are made under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015 (“GPDO”).
- 1.3. Under the existing Article 4 directions, any
 - alterations to elevations or roofs in a relevant location (fronting a highway, open space or waterway),
 - construction of a porch,
 - provision of enclosure within the grounds fronting a relevant location,
 - hard surfacing within the grounds fronting a relevant location,
 - installation of a satellite antenna,
 - alteration of a chimney,
 - alteration or demolition of a fence or boundary wall fronting a relevant location,
 - painting of an elevation in a relevant location,

requires planning permission. This allows the Local Planning Authority to assess these proposals to minimise the loss of appropriate features or historic character, and/or control the installation of new features.
- 1.4. The Design and Heritage Team are reviewing the existing Article 4 directions so that they can be updated in terms of the most recent amendments (2015) to the General Permitted Development Order, and Government policy provided within the latest National Planning Policy Framework (“NPPF”) (Dec. 2023). Para 53 of the NPPF states that “The use of Article 4 directions to remove national permitted development rights should (...) in all cases, be based on robust evidence, and apply to the smallest geographical area possible.”
- 1.5. The North Lowestoft and South Lowestoft/Kirkley Conservation Areas were surveyed with reference to the features that an Article 4 direction can control change to. Based on this evidence in addition to consultations with the Development Management Team and the Enforcement Team, the Design and Heritage Team prepared new Article 4 directions, which would cover reduced geographical areas of the Conservation Areas.
- 1.6. The new Article 4 directions were presented to the Strategic Planning Committee on 8th January 2024, where it was agreed to make the new Article 4 directions. Notice of the making of the Article 4 directions was served in accordance with paragraphs 1(1)-(6) of Schedule 3 of the GPDO and a statutory public consultation period was commenced on 22nd January 2024 and ended on 1st March 2024 (6 weeks).

1.7. The new Article 4 directions do not come into effect unless they are confirmed, as outlined in Schedule 3 of the GPDO.

2. Introduction

2.1. The report will set out the results of the statutory public consultation, and seek confirmation of the Article 4 directions.

2.2. Schedule 3, paragraph 1(9) of the GPDO states that “In deciding whether to confirm a direction made under article 4(1), the local planning authority must take into account any representations received during the period specified in accordance with sub-paragraph (4)(d).”

3. Proposal

3.1. That the Strategic Planning Committee confirms the Article 4 directions made on 8th January 2024, to take effect on 15th April 2024.

Analysis of representations received during public consultation

3.2. Two public consultations ran concurrently; one for North Lowestoft and one for South Lowestoft/Kirkley. No comments were received for the North Lowestoft Article 4 direction and 16 comments were received for South Lowestoft/Kirkley on the online consultation forms. Between 10 and 20 comments and enquiries were sent in via email or came in via phone.

3.3. Guidance leaflets were produced on living in an Article 4 direction area and on living in a Conservation Area, which were attached to the consultation letters. In addition to the online consultation forms, in-person drop-in events were held. North Lowestoft received 5 visitors, South Lowestoft/Kirkley received approximately 30 visitors.

3.4. A summary of the written comments received during the public consultation and a summary of discussions with residents during the drop-in events are attached in Appendix G. Discussions at the drop-in events showed that planning regulations and Article 4 directions are generally not well-known, and some residents wanted to ask specific questions about their properties unrelated to the Article 4 directions. Most residents expressed that the preservation of the character of the Conservation Areas is important to them, even if they had concerns about the Article 4 directions for other reasons.

3.5. The written comments received during the public consultation can be separated into several main categories: general enquiries about what the changes mean, concerns about the reduction of the geographical areas covered by the Article 4 directions and concerns about the Article 4 directions remaining in place in some areas.

3.6. Residents were concerned that the removal of some areas from the Article 4 direction would result in those areas deteriorating due to lack of planning controls. These concerns are noted, however one of the aims of the Article 4 direction review is to regularise the different planning regulations that overlap on certain properties. Article 4 directions only affect houses, not flats or commercial properties. Therefore, it is proposed to remove large areas that are predominantly commercial, which happen to

be most parts of London Road North and London Road South. The shops and mixed-use buildings on these roads already need planning permission to make changes to their exterior, due to their use, so the Article 4 direction is not relevant to them.

- 3.7. There are only a few streets that are mostly residential that are being removed from the Article 4 direction areas. These removals are based on a condition survey of the area, which showed that some streets have suffered from significant removal of historic features. Article 4 directions should only be used where there is a threat to the historic features on properties, and therefore there should still be a sufficient level of historic features remaining.
- 3.8. The areas that would not be covered by Article 4 directions would still be in the Conservation Area, and their character and appearance would still be an important consideration in any planning decision. Additionally, many changes that affect the external appearance of a single dwelling still require planning permission in a Conservation Area – for example; replacing windows with windows that have a different appearance, replacing slates with concrete roof tiles and rendering or externally insulating the building.
- 3.9. Other residents objected to the use of Article 4 directions, due to concerns about financial pressures on owners or stating that the areas that would remain included do not merit further protection (particularly due to the loss of historic windows that has already taken place).
- 3.10. The survey results were reviewed in response to these concerns. The area that was brought up most was the central part of London Road South, where it is proposed to retain the Article 4 direction. The survey showed a mix of groups of buildings that have all lost their historic windows, and groups of buildings that still retain some of their historic windows. The overall impression is that more windows have been lost than retained. However, windows are not the only features that the Article 4 directions are aiming to preserve. The Article 4 directions also cover historic roofs, porches, chimneys, doors, front boundaries and front gardens. Areas where most of these features are historic/appropriate in character were considered to merit the retention of the Article 4 direction. In the case of this part of London Road South: many historic doors have been lost, similar to the windows, however chimneys, front yards and front boundaries have been retained on all but a few properties. Few properties have rooflights or other modern roof elements, there are several historic porches and only one modern inappropriate porch. These factors were considered together, giving an overall positive retention of historic/appropriate features, which is why the area is proposed to stay in the Article 4 direction area.
- 3.11. Under the Planning (Listed Buildings and Conservation Areas) Act 1990, it is the duty of Local Planning Authorities to designate areas of special architectural or historic interest as Conservation Areas, in order to preserve this special interest. It is acknowledged that owning a property in a Conservation Area can put a financial burden on owners, as it is expected that historic features are retained where possible and appropriate materials are used for alterations. These historic features and materials make an important contribution to the character of the area and to the appearance of the townscape, therefore it is considered justified to apply Article 4 directions where they are at a high

risk of loss. The new Article 4 directions would, by reducing the size of the area they cover, ensure that only those areas that merit restrictions of permitted development rights remain covered. It is important to note that historic features can be repaired and maintained without need for planning permission, and energy-saving measures such as draughtproofing and secondary glazing also do not require planning permission.

- 3.12. Many residents also brought up concerns about inconsistent planning enforcement decisions in the past, which are acknowledged. Another aim of the Article 4 direction review is to provide an up-to-date Article 4 direction that will prompt consistency across decisions in the future. It is planned to photograph all properties in the Article 4 direction areas on the day that they come into effect, to provide a database of evidence of the condition of these properties. This database would be accessible to Enforcement Officers and Planning Officers during enforcement enquiries.
- 3.13. The drop-in events were essential in providing more information about the Article 4 directions directly to residents. After providing further guidance and explanations about the impacts of the Article 4 directions and/or the impacts of removing them, many residents were generally supportive.
- 3.14. The Lowestoft Town Council expressed support for the proposals.
- 3.15. Having considered the representations received during the consultation process, officers still consider that the proposals are reasonable and justified.

4. Financial Implications

- 4.1. There are no direct financial risks from making an Article 4 direction. A claim for compensation may arise should a subsequent planning application be refused.
- 4.2. Compensation is payable in certain circumstances following the making of an Article 4 direction. This would be payable where planning permission is applied for and refused for development which would, if not for the Article 4 direction, have been able to be carried out under the GPDO, or where such planning permission is granted but subject to more restrictive conditions than those imposed by the GPDO.
- 4.3. Section 108(2A) of the Town and Country Planning Act 1990 provides that compensation is only payable if an application for planning permission for certain development formerly permitted by the GPDO 2015 is made within 12 months of the Article 4 direction taking effect. A claim for compensation must be made in writing and must be served within 12 months from the date of the decision in respect of which the claim is made.
- 4.4. Section 107 of the Town and Country Planning Act 1990 sets out that the claim for compensation can include abortive expenditure and other loss or damage directly attributable to the withdrawal of the permitted development right. This can include the difference in the value of the land if the development had been carried out and its value in its current state, as well as the cost of preparing the plans for the works.

4.5. In this case, there is a very minimal financial risk. All properties that are proposed to be covered by the new Article 4 directions are already covered by the existing Directions, and will not experience any new planning restrictions, except 4 single residential properties. These properties were added to the North Lowestoft Conservation Area during the most recent boundary review in 2021, but the Article 4 direction was not extended to cover them as well at that time. The properties are:

- Otterburn, 31 Corton Road, Lowestoft, Suffolk, NR32 4PJ
- 33 Corton Road, Lowestoft, Suffolk, NR32 4PJ
- 85 Royal Avenue, Lowestoft, Suffolk, NR32 4HJ
- 87 Royal Avenue Lowestoft Suffolk NR32 4HJ

The risk that the owners of these properties make a claim for compensation within 12 months of the confirmation of the Article 4 directions is considered to be low.

5. Legal Implications

5.1. All legal requirements have been met as described in this report.

6. Risk Implications

Regulatory Risk

6.1. There is no formal right of appeal against the making of an Article 4 Direction. There could be an application for judicial review if it were thought that the Council had not considered the merits of the Article 4 direction properly. This is considered to be a low risk.

Reputational Risk

6.2. The Local Planning Authority has a duty to pay special attention to the preservation and enhancement of the character and appearance of Conservation Areas, as per section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990. If the Article 4 directions are confirmed, they would support this statutory duty.

6.3. Confirming the Article 4 directions would also support the delivery of consistent planning and planning enforcement decisions, which would decrease the risk of reputational damage in the future.

7. Options

7.1. Either the Strategic Planning Committee agrees to confirm the Article 4 directions. This would have the effect of reducing the geographical areas that are currently covered by the Article 4 directions, and update them in terms of relevant legislation and planning regulations, and Government guidance provided within the latest NPPF (Dec. 2023). The existing Article 4 directions would then be cancelled and superseded; or

7.2. The Strategic Planning Committee decides not to confirm the Article 4 direction. This would mean that the proposed Article 4 directions do not come into effect, and the existing Article 4 directions would remain in place.

8. Recommendations

- 8.1. That the Strategic Planning Committee confirms the Article 4 directions made on 8th January 2024, in accordance with paragraphs 1(9) and (10) of Schedule 3 of the General Permitted Development Order 2015, to come into effect on 15th April 2024.

9. Reasons for Recommendations

- 9.1. It is the view of officers that the new Article 4 directions and the reduced geographical areas covered by them are reasonable and justified. Representations from those affected by the proposals were considered and addressed as required by paragraph 1(9) of Schedule 3 of the General Permitted Development Order 2015.
- 9.2. The areas that will remain covered by the Article 4 directions retain architectural and historic features that contribute to the character and appearance of the Conservation Areas. Continuing the restriction of permitted development rights in a more targeted way will be policy compliant at national and local level. This will continue, therefore, to support the preservation and enhancement of the Conservation Areas, as required by Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

10. Conclusions/Next Steps

- 10.1. If the Strategic Planning Committee decides to confirm the Article 4 directions, the relevant notices will be served. The serving of these notices will be done as statutorily required on the date that the Article 4 directions come into effect (15th April 2024): by local advertisement, by at least two site notices and by letter to all property owners and occupiers in the affected areas. A copy of the Article 4 direction will also be sent to the Secretary of State.
- 10.2. The existing Article 4 directions will on that date (15th April 2024) be cancelled and superseded by the new Article 4 directions.
- 10.3. Once confirmed, the Article 4 directions remain in place indefinitely unless they are cancelled by making a subsequent Article 4 direction.
- 10.4. On the date that the new Article 4 directions come into effect (15th April 2024), officers will take a photographic survey of all properties in the Article 4 direction areas, to be compiled into a usable database.

Areas of consideration comments

Section 151 Officer comments:

There are no financial implications arising from this report.

Monitoring Officer comments:

No additional comments.

Equality, Diversity and Inclusion/EQIA:

No issues.

Safeguarding:

Not applicable

Crime and Disorder:

Not applicable

Corporate Services implications:

(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)

Advice was sought from Jacqui Bullen, Planning Lead Lawyer on the legal and financial implications set out in this report.

Should the Article 4 directions be confirmed, then the new areas covered by the direction will be mapped on the publicly available GIS map, and the website will be updated to include the guidance leaflets produced for the public consultation. The Digital Team has been contacted to facilitate this.

Residents and Businesses consultation/consideration:

A public consultation ran for six weeks. The results of the public consultation are set out in Appendix G and considered in the main body of the report.

Appendices:

Appendix A	Proposed North Lowestoft Article 4 direction
Appendix B	Proposed South Lowestoft/Kirkley Article 4 direction
Appendix C	Proposed North Lowestoft Article 4 direction Map
Appendix D	Proposed South Lowestoft/Kirkley Article 4 direction Map
Appendix E	Schedule of land and property for inclusion within proposed North Lowestoft Article 4 direction area
Appendix F	Schedule of land and property for inclusion within proposed South Lowestoft/Kirkley Article 4 direction area
Appendix G	Summary of comments received during the statutory public consultation

Background reference papers:

Date	Type	Available From
Dec 2023	NPPF	National Planning Policy Framework (publishing.service.gov.uk)
Jan 2024	SPC 8 Jan 2024 Item 8: Making of new Article 4 directions for the North Lowestoft and South Lowestoft/Kirkley Conservation Areas	CMIS > Meetings

THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (ENGLAND)
ORDER 2015 (AS AMENDED)

DIRECTION MADE UNDER ARTICLE 4(1)

NORTH LOWESTOFT CONSERVATION AREA

WHEREAS the Council of the District of East Suffolk being the appropriate Local Planning Authority within the meaning of Article 4(5) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (“the Order”) are satisfied that it is expedient that development of the descriptions set out in the First Schedule should not be carried out within the area of land designated in the Second Schedule, such land being outlined in red on the plan annexed here to, unless permission is granted on an application made under Part III of the Town and Country Planning Act 1990 as amended.

NOW THEREFORE the Council in pursuance of the power conferred on it by Article 4(1) of the Order HEREBY DIRECTS that the permission granted by Article 3 of the Order shall not apply to the development specified in the First Schedule in respect of the land described in the Second Schedule.

For the purposes of this direction the expression ‘relevant location’ (wherever it may appear) shall mean a highway, waterway or open space.

FIRST SCHEDULE

- (a) The enlargement, improvement or other alteration of a dwellinghouse, being the development comprised of Class A of Part I of Schedule 2 of the Order where any part of the enlargement, improvement or other alterations would front a relevant location.
- (b) The enlargement or alteration of a dwellinghouse consisting of an addition or alteration to its roof, being the development comprised of Class B and Class C of Part I of Schedule 2 of the Order where any such alteration would be to a roof slope which fronts a relevant location.
- (c) The erection or construction of a porch outside any external door of a dwellinghouse, being the development comprised within Class D of Part I of Schedule 2 of the Order where any such alteration would front a relevant location.
- (d) The provision within the curtilage of the dwellinghouse of any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such, or the maintenance, improvement or other alteration of such a building or enclosure; or a container used for domestic heating purposes for the storage of oil or liquid petroleum gas, being the development comprised within Class E of Part I of Schedule 2 of the Order, where the building or enclosure, swimming or other pool to be provided would front a relevant location or where the part of the building or enclosure maintained, improved or altered would front a relevant location.

- (e) The provision within the curtilage of a dwellinghouse of a hard surface for any purpose incidental to the enjoyment of the dwellinghouse as such; or the replacement in whole or in part of such a surface, being the development comprised within Class F of Part I of Schedule 2 of the Order where the hard surface would front a relevant location.
- (f) The installation, alteration or replacement of a chimney, flue or soil and vent pipe on a dwellinghouse, being the development comprised within Class G of Part I of Schedule 2 of the Order where any such alteration would be to a wall or roof slope which fronts a relevant location.
- (g) The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure, being the development comprised within Class A of Part 2 of Schedule 2 of the Order where the erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure would be within the curtilage of a dwellinghouse and would front a relevant location.

SECOND SCHEDULE REQUIRED TO BE INSERTED.

PLAN TO BE ANNEXED

THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (ENGLAND)
ORDER 2015 (AS AMENDED)

DIRECTION MADE UNDER ARTICLE 4(1)

SOUTH LOWESTOFT/KIRKLEY CONSERVATION AREA

WHEREAS the Council of the District of East Suffolk being the appropriate Local Planning Authority within the meaning of Article 4(5) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (“the Order”) are satisfied that it is expedient that development of the descriptions set out in the First Schedule should not be carried out within the area of land designated in the Second Schedule, such land being outlined in red on the plan annexed here to, unless permission is granted on an application made under Part III of the Town and Country Planning Act 1990 as amended.

NOW THEREFORE the Council in pursuance of the power conferred on it by Article 4(1) of the Order HEREBY DIRECTS that the permission granted by Article 3 of the Order shall not apply to the development specified in the First Schedule in respect of the land described in the Second Schedule.

For the purposes of this direction the expression ‘relevant location’ (wherever it may appear) shall mean a highway, waterway or open space.

FIRST SCHEDULE

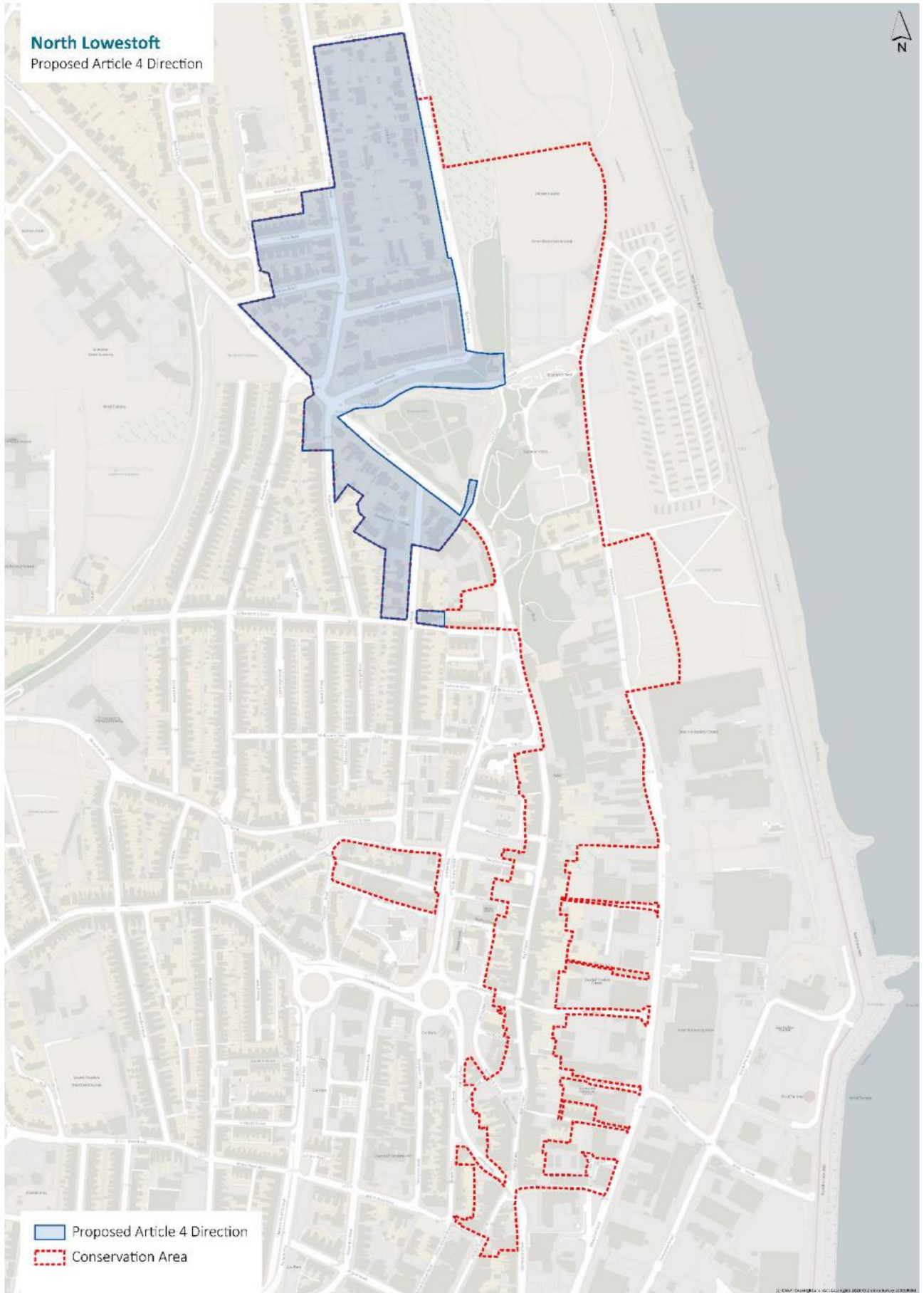
- (a) The enlargement, improvement or other alteration of a dwellinghouse, being the development comprised of Class A of Part I of Schedule 2 of the Order where any part of the enlargement, improvement or other alterations would front a relevant location.
- (b) The enlargement or alteration of a dwellinghouse consisting of an addition or alteration to its roof, being the development comprised of Class B and Class C of Part I of Schedule 2 of the Order where any such alteration would be to a roof slope which fronts a relevant location.
- (c) The erection or construction of a porch outside any external door of a dwellinghouse, being the development comprised within Class D of Part I of Schedule 2 of the Order where any such alteration would front a relevant location.
- (d) The provision within the curtilage of the dwellinghouse of any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such, or the maintenance, improvement or other alteration of such a building or enclosure; or a container used for domestic heating purposes for the storage of oil or liquid petroleum gas, being the development comprised within Class E of Part I of Schedule 2 of the Order, where the building or enclosure, swimming or other pool to be provided would front a relevant location or where the part of the

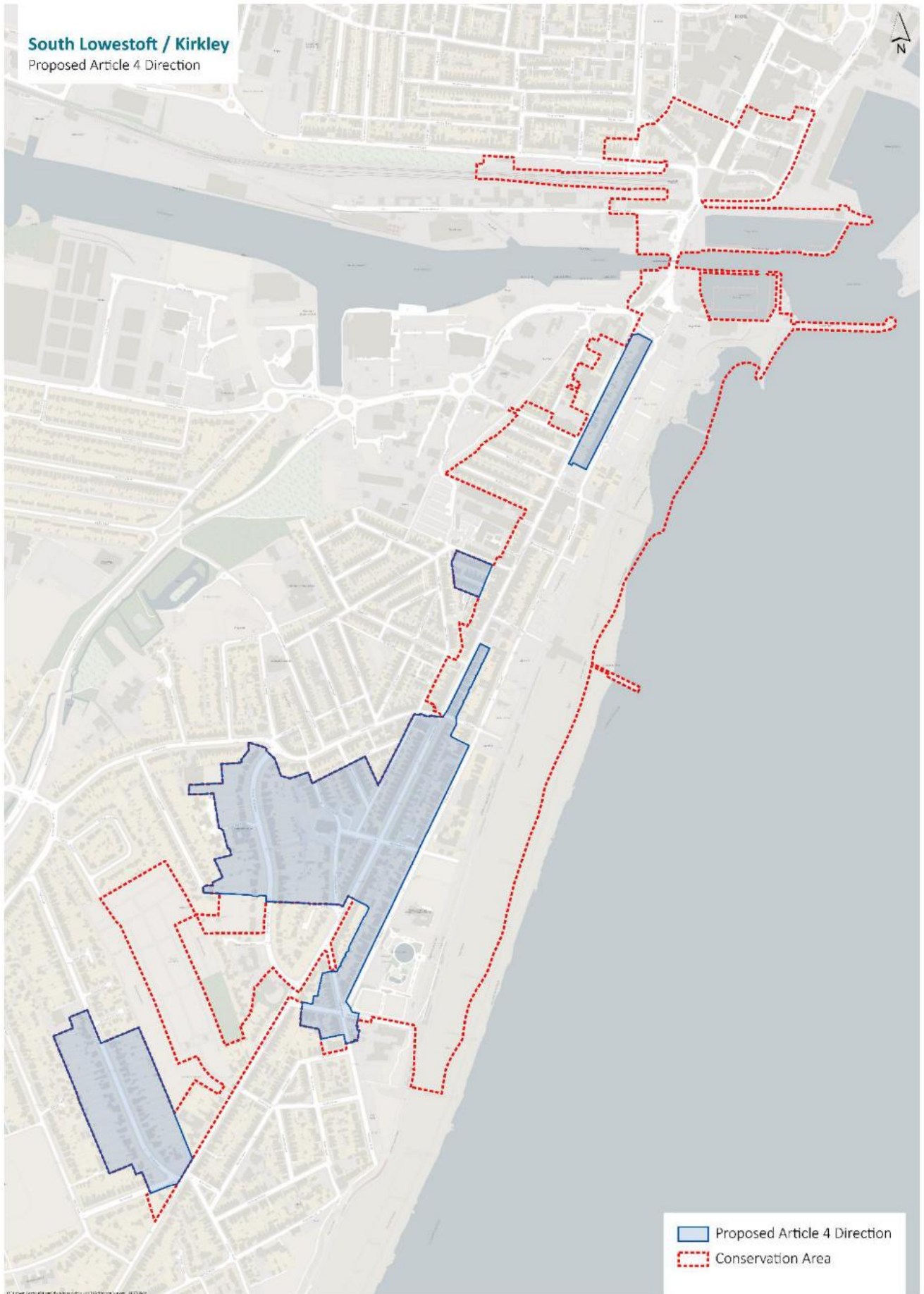
building or enclosure maintained, improved or altered would front a relevant location.

- (e) The provision within the curtilage of a dwellinghouse of a hard surface for any purpose incidental to the enjoyment of the dwellinghouse as such; or the replacement in whole or in part of such a surface, being the development comprised within Class F of Part I of Schedule 2 of the Order where the hard surface would front a relevant location.
- (f) The installation, alteration or replacement of a chimney, flue or soil and vent pipe on a dwellinghouse, being the development comprised within Class G of Part I of Schedule 2 of the Order where any such alteration would be to a wall or roof slope which fronts a relevant location.
- (g) The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure, being the development comprised within Class A of Part 2 of Schedule 2 of the Order where the erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure would be within the curtilage of a dwellinghouse and would front a relevant location.

SECOND SCHEDULE REQUIRED TO BE INSERTED.

PLAN TO BE ANNEXED





Appendix E**Schedule of land and property for inclusion within proposed North Lowestoft Article 4 direction area**

Cliff House The Ravine Lowestoft Suffolk NR32 1UY
Undercliff Cottage The Ravine Lowestoft Suffolk NR32 1UY
Undercliff House The Ravine Lowestoft Suffolk NR32 1UY
10 Yarmouth Road Lowestoft Suffolk NR32 4AJ
12 Yarmouth Road Lowestoft Suffolk NR32 4AJ
14 Yarmouth Road Lowestoft Suffolk NR32 4AJ
4 Yarmouth Road Lowestoft Suffolk NR32 4AJ
8 Yarmouth Road Lowestoft Suffolk NR32 4AJ
Belle Vue Park Lodge Yarmouth Road Lowestoft Suffolk NR32 4AL
3 Yarmouth Road Lowestoft Suffolk NR32 4AN
5 Yarmouth Road Lowestoft Suffolk NR32 4AN
Flat 1 3 Yarmouth Road Lowestoft Suffolk NR32 4AN
Flat 1 5 Yarmouth Road Lowestoft Suffolk NR32 4AN
Flat 2 3 Yarmouth Road Lowestoft Suffolk NR32 4AN
Flat 2 5 Yarmouth Road Lowestoft Suffolk NR32 4AN
Flat 3 3 Yarmouth Road Lowestoft Suffolk NR32 4AN
Flat 3 5 Yarmouth Road Lowestoft Suffolk NR32 4AN
Flat 4 5 Yarmouth Road Lowestoft Suffolk NR32 4AN
11 Yarmouth Road Lowestoft Suffolk NR32 4AW
13 Yarmouth Road Lowestoft Suffolk NR32 4AW
15 Yarmouth Road Lowestoft Suffolk NR32 4AW
17 Yarmouth Road Lowestoft Suffolk NR32 4AW
19 Yarmouth Road Lowestoft Suffolk NR32 4AW
21 Yarmouth Road Lowestoft Suffolk NR32 4AW
23 Yarmouth Road Lowestoft Suffolk NR32 4AW
9 Yarmouth Road Lowestoft Suffolk NR32 4AW
Fernside 7 Yarmouth Road Lowestoft Suffolk NR32 4AW
Flat 1 Fernside 7 Yarmouth Road Lowestoft Suffolk NR32 4AW
Flat 2 Fernside 7 Yarmouth Road Lowestoft Suffolk NR32 4AW
Flat 3 Fernside 7 Yarmouth Road Lowestoft Suffolk NR32 4AW
Flat 4 Fernside 7 Yarmouth Road Lowestoft Suffolk NR32 4AW
Flat 5 Fernside 7 Yarmouth Road Lowestoft Suffolk NR32 4AW
1 Avenue Mansions Royal Avenue Lowestoft NR32 4BP
2 Avenue Mansions Royal Avenue Lowestoft NR32 4BP
3 Avenue Mansions Royal Avenue Lowestoft NR32 4BP
4 Avenue Mansions Royal Avenue Lowestoft NR32 4BP
5 Avenue Mansions Royal Avenue Lowestoft NR32 4BP
6 Avenue Mansions Royal Avenue Lowestoft NR32 4BP
7 Avenue Mansions Royal Avenue Lowestoft NR32 4BP
8 Avenue Mansions Royal Avenue Lowestoft NR32 4BP
9 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
10 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
11 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
12 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP

12A Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
14 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
15 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
16 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
17 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
18 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
19 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
20 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
21 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
22 Avenue Mansions Royal Avenue Lowestoft Suffolk NR32 4BP
1 Sunrise Terrace Lyndhurst Road Lowestoft Suffolk NR32 4FA
2 Sunrise Terrace Lyndhurst Road Lowestoft Suffolk NR32 4FA
3 Sunrise Terrace Lyndhurst Road Lowestoft Suffolk NR32 4FA
Sunrise Terrace Lyndhurst Road Lowestoft Suffolk
1 Dawn Pointon Place Lowestoft Suffolk NR32 4FB
2 Dawn Pointon Place Lowestoft Suffolk NR32 4FB
3 Dawn Pointon Place Lowestoft Suffolk NR32 4FB
4 Dawn Pointon Place Lowestoft Suffolk NR32 4FB
5 Dawn Pointon Place Lowestoft Suffolk NR32 4FB
7 Dawn Pointon Place Lowestoft Suffolk NR32 4FB
9 Dawn Pointon Place Lowestoft Suffolk NR32 4FB
1 Clyffe View Gunton Cliff Lowestoft Suffolk NR32 4FF
2 Clyffe View Gunton Cliff Lowestoft Suffolk NR32 4FF
3 Clyffe View Gunton Cliff Lowestoft Suffolk NR32 4FF
4 Clyffe View Gunton Cliff Lowestoft Suffolk NR32 4FF
5 Clyffe View Gunton Cliff Lowestoft Suffolk NR32 4FF
6 Clyffe View Gunton Cliff Lowestoft Suffolk NR32 4FF
Clyffe View Gunton Cliff Lowestoft Suffolk NR32 4FF
48 Royal Avenue Lowestoft Suffolk NR32 4HH
60 Royal Avenue Lowestoft Suffolk NR32 4HH
Flat 1 60 Royal Avenue Lowestoft Suffolk NR32 4HH
Flat 2 60 Royal Avenue Lowestoft Suffolk NR32 4HH
Flat 3 60 Royal Avenue Lowestoft Suffolk NR32 4HH
Flat 4 60 Royal Avenue Lowestoft Suffolk NR32 4HH
Flat 5 60 Royal Avenue Lowestoft Suffolk NR32 4HH
85 Royal Avenue Lowestoft Suffolk NR32 4HJ
87 Royal Avenue Lowestoft Suffolk NR32 4HJ
101 Park Road Lowestoft Suffolk NR32 4HU
103 Park Road Lowestoft Suffolk NR32 4HU
104 Park Road Lowestoft Suffolk NR32 4HU
106 Park Road Lowestoft Suffolk NR32 4HU
107 Park Road Lowestoft Suffolk NR32 4HU
117 Park Road Lowestoft Suffolk NR32 4HU
118 Park Road Lowestoft Suffolk NR32 4HU
119 Park Road Lowestoft Suffolk NR32 4HU
121 Park Road Lowestoft Suffolk NR32 4HU
123 Park Road Lowestoft Suffolk NR32 4HU
Abigail Court Park Road Lowestoft Suffolk NR32 4HU
Flat 119 Park Road Lowestoft Suffolk NR32 4HU
Flat 121 Park Road Lowestoft Suffolk NR32 4HU

High Dene 105 Park Road Lowestoft Suffolk NR32 4HU
Providence House 109 Park Road Lowestoft Suffolk NR32 4HU
Harleston House 115 Park Road Lowestoft Suffolk NR32 4HX
10 North Parade Lowestoft Suffolk NR32 4PA
11 North Parade Lowestoft Suffolk NR32 4PA
11A North Parade Lowestoft Suffolk NR32 4PA
12 North Parade Lowestoft Suffolk NR32 4PA
13 North Parade Lowestoft Suffolk NR32 4PA
13A North Parade Lowestoft Suffolk NR32 4PA
13B North Parade Lowestoft Suffolk NR32 4PA
14 North Parade Lowestoft Suffolk NR32 4PA
15 North Parade Lowestoft Suffolk NR32 4PA
16 North Parade Lowestoft Suffolk NR32 4PA
16A North Parade Lowestoft Suffolk NR32 4PA
16B North Parade Lowestoft Suffolk NR32 4PA
19 North Parade Lowestoft Suffolk NR32 4PA
20 North Parade Lowestoft Suffolk NR32 4PA
5 North Parade Lowestoft Suffolk NR32 4PA
6 North Parade Lowestoft Suffolk NR32 4PA
First Floor Flat 17A North Parade Lowestoft Suffolk NR32 4PA
First Floor Flat 20 North Parade Lowestoft Suffolk NR32 4PA
Flat 1 12 North Parade Lowestoft Suffolk NR32 4PA
Flat 1 18 North Parade Lowestoft Suffolk NR32 4PA
Flat 1 19 North Parade Lowestoft Suffolk NR32 4PA
Flat 1 6 North Parade Lowestoft Suffolk NR32 4PA
Flat 1 7 North Parade Lowestoft Suffolk NR32 4PA
Flat 1 8 North Parade Lowestoft Suffolk NR32 4PA
Flat 1 9 North Parade Lowestoft Suffolk NR32 4PA
Flat 2 12 North Parade Lowestoft Suffolk NR32 4PA
Flat 2 18 North Parade Lowestoft Suffolk NR32 4PA
Flat 2 19 North Parade Lowestoft Suffolk NR32 4PA
Flat 2 6 North Parade Lowestoft Suffolk NR32 4PA
Flat 2 7 North Parade Lowestoft Suffolk NR32 4PA
Flat 2 8 North Parade Lowestoft Suffolk NR32 4PA
Flat 2 9 North Parade Lowestoft Suffolk NR32 4PA
Flat 3 12 North Parade Lowestoft Suffolk NR32 4PA
Flat 3 18 North Parade Lowestoft Suffolk NR32 4PA
Flat 3 19 North Parade Lowestoft Suffolk NR32 4PA
Flat 3 6 North Parade Lowestoft Suffolk NR32 4PA
Flat 3 7 North Parade Lowestoft Suffolk NR32 4PA
Flat 3 8 North Parade Lowestoft Suffolk NR32 4PA
Flat 3 9 North Parade Lowestoft Suffolk NR32 4PA
Ground Floor Flat 17 North Parade Lowestoft Suffolk NR32 4PA
Ground Floor Flat 20 North Parade Lowestoft Suffolk NR32 4PA
Second Floor Flat 17B North Parade Lowestoft Suffolk NR32 4PA
Top Flat 20 North Parade Lowestoft Suffolk NR32 4PA
18 North Parade Lowestoft Suffolk
7 North Parade Lowestoft Suffolk
8 North Parade Lowestoft Suffolk
9 North Parade Lowestoft Suffolk

10 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
1A Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
1B Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
3 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
4 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
5A Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
5B Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
6 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
7 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
8A Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
8B Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
9A Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
9B Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
Basement Flat Park Mansions 3 North Parade Lowestoft Suffolk NR32 4PB
East Cottage 1 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
East Cottage 2 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
Flat 1 Heatherdene North Parade Lowestoft Suffolk NR32 4PB
Flat 1 Park Mansions 3 North Parade Lowestoft Suffolk NR32 4PB
Flat 1 Park Mansions 4 North Parade Lowestoft Suffolk NR32 4PB
Flat 1 St Bridgets North Parade Lowestoft Suffolk NR32 4PB
Flat 1a Park Mansions 4 North Parade Lowestoft Suffolk NR32 4PB
Flat 2 Heatherdene North Parade Lowestoft Suffolk NR32 4PB
Flat 2 Park Mansions 3 North Parade Lowestoft Suffolk NR32 4PB
Flat 2 Park Mansions 4 North Parade Lowestoft Suffolk NR32 4PB
Flat 2 St Bridgets North Parade Lowestoft Suffolk NR32 4PB
Flat 3 Heatherdene North Parade Lowestoft Suffolk NR32 4PB
Flat 3 Park Mansions 3 North Parade Lowestoft Suffolk NR32 4PB
Flat 3 Park Mansions 4 North Parade Lowestoft Suffolk NR32 4PB
Flat 3 St Bridgets North Parade Lowestoft Suffolk NR32 4PB
Flat 4 Heatherdene North Parade Lowestoft Suffolk NR32 4PB
Flat 4 Park Mansions 3 North Parade Lowestoft Suffolk NR32 4PB
Flat 4 Park Mansions 4 North Parade Lowestoft Suffolk NR32 4PB
Flat 5 Heatherdene North Parade Lowestoft Suffolk NR32 4PB
Garden Flat 2 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
Kinrara North Parade Lowestoft Suffolk NR32 4PB
Penthouse Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
St Bridgets Cottage North Parade Lowestoft Suffolk NR32 4PB
West Cottage 1 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
West Cottage 2 Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk NR32 4PB
Park Mansions 3 North Parade Lowestoft Suffolk
Park Mansions 4 North Parade Lowestoft Suffolk
Wedgewood Court 1 - 2 North Parade Lowestoft Suffolk
20 Lyndhurst Road Lowestoft Suffolk NR32 4PD
21 Lyndhurst Road Lowestoft Suffolk NR32 4PD
22 Lyndhurst Road Lowestoft Suffolk NR32 4PD
25 Lyndhurst Road Lowestoft Suffolk NR32 4PD
26 Lyndhurst Road Lowestoft Suffolk NR32 4PD

27 Lyndhurst Road Lowestoft Suffolk NR32 4PD
28 Lyndhurst Road Lowestoft Suffolk NR32 4PD
29 Lyndhurst Road Lowestoft Suffolk NR32 4PD
30 Lyndhurst Road Lowestoft Suffolk NR32 4PD
31 Lyndhurst Road Lowestoft Suffolk NR32 4PD
33 Lyndhurst Road Lowestoft Suffolk NR32 4PD
34 Lyndhurst Road Lowestoft Suffolk NR32 4PD
35 Lyndhurst Road Lowestoft Suffolk NR32 4PD
36 Lyndhurst Road Lowestoft Suffolk NR32 4PD
37 Lyndhurst Road Lowestoft Suffolk NR32 4PD
38 Lyndhurst Road Lowestoft Suffolk NR32 4PD
39A Lyndhurst Road Lowestoft Suffolk NR32 4PD
39B Lyndhurst Road Lowestoft Suffolk NR32 4PD
39C Lyndhurst Road Lowestoft Suffolk NR32 4PD
40 Lyndhurst Road Lowestoft Suffolk NR32 4PD
41 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Cherry Lodge 23 - 24 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 1 26 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 1 27 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 1 33 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 1 34 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 1 38 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 1 40 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 2 26 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 2 27 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 2 33 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 2 34 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 2 38 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 2 40 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 3 26 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 3 27 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 3 33 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 3 34 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 3 38 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 3 40 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 4 27 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 5 27 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Flat 6 27 Lyndhurst Road Lowestoft Suffolk NR32 4PD
Old Court View 32 Lyndhurst Road Lowestoft Suffolk NR32 4PD
1 Clyffe Rise Gunton Cliff Lowestoft Suffolk NR32 4PE
1 Gunton Cliff Lowestoft Suffolk NR32 4PE
10 Gunton Cliff Lowestoft Suffolk NR32 4PE
11 Gunton Cliff Lowestoft Suffolk NR32 4PE
12 Gunton Cliff Lowestoft Suffolk NR32 4PE
13 Gunton Cliff Lowestoft Suffolk NR32 4PE
14 Gunton Cliff Lowestoft Suffolk NR32 4PE
15 Gunton Cliff Lowestoft Suffolk NR32 4PE
2 Clyffe Rise Gunton Cliff Lowestoft Suffolk NR32 4PE
3 Clyffe Rise Gunton Cliff Lowestoft Suffolk NR32 4PE
4 Gunton Cliff Lowestoft Suffolk NR32 4PE

5 Gunton Cliff Lowestoft Suffolk NR32 4PE
6 Gunton Cliff Lowestoft Suffolk NR32 4PE
7 Gunton Cliff Lowestoft Suffolk NR32 4PE
8 Gunton Cliff Lowestoft Suffolk NR32 4PE
Apartment 1 Howard House 1 Gunton Cliff Lowestoft Suffolk NR32 4PE
Apartment 2 Howard House 1 Gunton Cliff Lowestoft Suffolk NR32 4PE
Apartment 3 Howard House 1 Gunton Cliff Lowestoft Suffolk NR32 4PE
Apartment 4 Howard House 1 Gunton Cliff Lowestoft Suffolk NR32 4PE
Apartment 5 1 Gunton Cliff Lowestoft Suffolk NR32 4PE
Apartment 6 Howard House 1 Gunton Cliff Lowestoft Suffolk NR32 4PE
Brackendene 3 Gunton Cliff Lowestoft Suffolk NR32 4PE
Clyffe Rise Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 1 2 Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 1 7 Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 2 2 Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 2 7 Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 3 2 Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 3 7 Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 4 7 Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 5 7 Gunton Cliff Lowestoft Suffolk NR32 4PE
Flat 6 7 Gunton Cliff Lowestoft Suffolk NR32 4PE
Holm Sands 9 Gunton Cliff Lowestoft Suffolk NR32 4PE
Rutherford House 6A Gunton Cliff Lowestoft Suffolk NR32 4PE
2 Gunton Cliff Lowestoft Suffolk
Pinebanks 2 Heather Road Lowestoft Suffolk NR32 4PG
Pineholm 4 Heather Road Lowestoft Suffolk NR32 4PG
1 Corton Road Lowestoft Suffolk NR32 4PH
11 Corton Road Lowestoft Suffolk NR32 4PH
13 Corton Road Lowestoft Suffolk NR32 4PH
2 Corton Road Lowestoft Suffolk NR32 4PH
2A Corton Road Lowestoft Suffolk NR32 4PH
3 Corton Road Lowestoft Suffolk NR32 4PH
4 Corton Road Lowestoft Suffolk NR32 4PH
5 Corton Road Lowestoft Suffolk NR32 4PH
7 Corton Road Lowestoft Suffolk NR32 4PH
Ground Floor Flat 9 Corton Road Lowestoft Suffolk NR32 4PH
Tamarin 9A Corton Road Lowestoft Suffolk NR32 4PH
9 Corton Road Lowestoft Suffolk
15 Corton Road Lowestoft Suffolk NR32 4PJ
17 Corton Road Lowestoft Suffolk NR32 4PJ
19 Corton Road Lowestoft Suffolk NR32 4PJ
21 Corton Road Lowestoft Suffolk NR32 4PJ
23 Corton Road Lowestoft Suffolk NR32 4PJ
25 Corton Road Lowestoft Suffolk NR32 4PJ
27 Corton Road Lowestoft Suffolk NR32 4PJ
29 Corton Road Lowestoft Suffolk NR32 4PJ
33 Corton Road Lowestoft Suffolk NR32 4PJ
Otterburn 31 Corton Road Lowestoft Suffolk NR32 4PJ
10 Corton Road Lowestoft Suffolk NR32 4PL
12 Corton Road Lowestoft Suffolk NR32 4PL

14 Corton Road Lowestoft Suffolk NR32 4PL
16 Corton Road Lowestoft Suffolk NR32 4PL
18 Corton Road Lowestoft Suffolk NR32 4PL
20 Corton Road Lowestoft Suffolk NR32 4PL
22 Corton Road Lowestoft Suffolk NR32 4PL
24 Corton Road Lowestoft Suffolk NR32 4PL
26 Corton Road Lowestoft Suffolk NR32 4PL
28 Corton Road Lowestoft Suffolk NR32 4PL
30 Corton Road Lowestoft Suffolk NR32 4PL
32 Corton Road Lowestoft Suffolk NR32 4PL
34 Corton Road Lowestoft Suffolk NR32 4PL
36 Corton Road Lowestoft Suffolk NR32 4PL
36A Corton Road Lowestoft Suffolk NR32 4PL
38 Corton Road Lowestoft Suffolk NR32 4PL
40 Corton Road Lowestoft Suffolk NR32 4PL
42 Corton Road Lowestoft Suffolk NR32 4PL
44 Corton Road Lowestoft Suffolk NR32 4PL
46 Corton Road Lowestoft Suffolk NR32 4PL
6 Corton Road Lowestoft Suffolk NR32 4PL
8 Corton Road Lowestoft Suffolk NR32 4PL
Briarcliff Cottage Corton Road Lowestoft Suffolk NR32 4PL
1 Dene Road Lowestoft Suffolk NR32 4QE
10 Dene Road Lowestoft Suffolk NR32 4QE
11 Dene Road Lowestoft Suffolk NR32 4QE
12 Dene Road Lowestoft Suffolk NR32 4QE
13 Dene Road Lowestoft Suffolk NR32 4QE
14 Dene Road Lowestoft Suffolk NR32 4QE
15 Dene Road Lowestoft Suffolk NR32 4QE
16 Dene Road Lowestoft Suffolk NR32 4QE
17 Dene Road Lowestoft Suffolk NR32 4QE
18 Dene Road Lowestoft Suffolk NR32 4QE
19 Dene Road Lowestoft Suffolk NR32 4QE
2 Dene Road Lowestoft Suffolk NR32 4QE
20 Dene Road Lowestoft Suffolk NR32 4QE
21 Dene Road Lowestoft Suffolk NR32 4QE
22 Dene Road Lowestoft Suffolk NR32 4QE
23 Dene Road Lowestoft Suffolk NR32 4QE
24 Dene Road Lowestoft Suffolk NR32 4QE
25 Dene Road Lowestoft Suffolk NR32 4QE
26 Dene Road Lowestoft Suffolk NR32 4QE
28 Dene Road Lowestoft Suffolk NR32 4QE
3 Dene Road Lowestoft Suffolk NR32 4QE
30 Dene Road Lowestoft Suffolk NR32 4QE
4 Dene Road Lowestoft Suffolk NR32 4QE
5 Dene Road Lowestoft Suffolk NR32 4QE
6 Dene Road Lowestoft Suffolk NR32 4QE
7 Dene Road Lowestoft Suffolk NR32 4QE
8 Dene Road Lowestoft Suffolk NR32 4QE
9 Dene Road Lowestoft Suffolk NR32 4QE
1 Station Road Lowestoft Suffolk NR32 4QF

2 Station Road Lowestoft Suffolk NR32 4QF
3 Station Road Lowestoft Suffolk NR32 4QF
4 Station Road Lowestoft Suffolk NR32 4QF
5 Station Road Lowestoft Suffolk NR32 4QF
6 Station Road Lowestoft Suffolk NR32 4QF
7 Station Road Lowestoft Suffolk NR32 4QF
8 Station Road Lowestoft Suffolk NR32 4QF
Park House Station Road Lowestoft Suffolk NR32 4QF
Park Side Station Road Lowestoft Suffolk NR32 4QF
Rozel Station Road Lowestoft Suffolk NR32 4QF
St Martins Station Road Lowestoft Suffolk NR32 4QF
The Old Vicarage Station Road Lowestoft Suffolk NR32 4QF

Appendix F**Schedule of land and property for inclusion within proposed South Lowestoft/Kirkley Article 4 direction area**

Kingswear Court Rectory Road Lowestoft Suffolk
Flat 1 Kingswear Court Rectory Road Lowestoft Suffolk NR33 OAR
Flat 14 Kingswear Court Rectory Road Lowestoft Suffolk NR33 OAR
Flat 15 Kingswear Court Rectory Road Lowestoft Suffolk NR33 OAR
Flat 2 Kingswear Court Rectory Road Lowestoft Suffolk NR33 OAR
Flat 20 Kingswear Court Rectory Road Lowestoft Suffolk NR33 OAR
Flat 21 Kingswear Court Rectory Road Lowestoft Suffolk NR33 OAR
Flat 7 Kingswear Court Rectory Road Lowestoft Suffolk NR33 OAR
Flat 8 Kingswear Court Rectory Road Lowestoft Suffolk NR33 OAR
36 London Road South Lowestoft Suffolk NR33 OAU
20 London Road South Lowestoft Suffolk NR33 OAY
26A London Road South Lowestoft Suffolk NR33 OAY
232 London Road South Lowestoft Suffolk NR33 OBE
232A London Road South Lowestoft Suffolk NR33 OBE
232B London Road South Lowestoft Suffolk NR33 OBE
234A London Road South Lowestoft Suffolk NR33 OBE
234B London Road South Lowestoft Suffolk NR33 OBE
234C London Road South Lowestoft Suffolk NR33 OBE
236 London Road South Lowestoft Suffolk NR33 OBE
238 London Road South Lowestoft Suffolk NR33 OBE
240 London Road South Lowestoft Suffolk NR33 OBE
242 London Road South Lowestoft Suffolk NR33 OBE
244 London Road South Lowestoft Suffolk NR33 OBE
246 London Road South Lowestoft Suffolk NR33 OBE
248 London Road South Lowestoft Suffolk NR33 OBE
250 London Road South Lowestoft Suffolk NR33 OBE
252 London Road South Lowestoft Suffolk NR33 OBE
252A London Road South Lowestoft Suffolk NR33 OBE
254 London Road South Lowestoft Suffolk NR33 OBE
256 London Road South Lowestoft Suffolk NR33 OBE
258 London Road South Lowestoft Suffolk NR33 OBE
260 London Road South Lowestoft Suffolk NR33 OBE
262 London Road South Lowestoft Suffolk NR33 OBE
264 London Road South Lowestoft Suffolk NR33 OBE
264A London Road South Lowestoft Suffolk NR33 OBE
264B London Road South Lowestoft Suffolk NR33 OBE
Flat 1 236 London Road South Lowestoft Suffolk NR33 OBE
Flat 1 238 London Road South Lowestoft Suffolk NR33 OBE
Flat 1 250 London Road South Lowestoft Suffolk NR33 OBE
Flat 2 236 London Road South Lowestoft Suffolk NR33 OBE
Flat 2 238 London Road South Lowestoft Suffolk NR33 OBE
Flat 2 250 London Road South Lowestoft Suffolk NR33 OBE
Flat 3 236 London Road South Lowestoft Suffolk NR33 OBE
Flat 3 238 London Road South Lowestoft Suffolk NR33 OBE

Flat 3 250 London Road South Lowestoft Suffolk NR33 OBE
Flat 10 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 11 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 12 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 16 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 17 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 18 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 19 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 22 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 23 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 3 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 4 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 5 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 6 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
Flat 9 Kingswear Court Kirkley Cliff Road Lowestoft Suffolk NR33 OBF
270 London Road South Lowestoft Suffolk NR33 OBG
272 London Road South Lowestoft Suffolk NR33 OBG
274 London Road South Lowestoft Suffolk NR33 OBG
276 London Road South Lowestoft Suffolk NR33 OBG
278 London Road South Lowestoft Suffolk NR33 OBG
280 London Road South Lowestoft Suffolk NR33 OBG
282 London Road South Lowestoft Suffolk NR33 OBG
284 London Road South Lowestoft Suffolk NR33 OBG
286 London Road South Lowestoft Suffolk NR33 OBG
288 London Road South Lowestoft Suffolk NR33 OBG
290 London Road South Lowestoft Suffolk NR33 OBG
292 London Road South Lowestoft Suffolk NR33 OBG
294 London Road South Lowestoft Suffolk NR33 OBG
296 London Road South Lowestoft Suffolk NR33 OBG
298 London Road South Lowestoft Suffolk NR33 OBG
302 London Road South Lowestoft Suffolk NR33 OBG
304 London Road South Lowestoft Suffolk NR33 OBG
306 London Road South Lowestoft Suffolk NR33 OBG
306A London Road South Lowestoft Suffolk NR33 OBG
308 London Road South Lowestoft Suffolk NR33 OBG
310 London Road South Lowestoft Suffolk NR33 OBG
314 London Road South Lowestoft Suffolk NR33 OBG
316 London Road South Lowestoft Suffolk NR33 OBG
318 London Road South Lowestoft Suffolk NR33 OBG
326 London Road South Lowestoft Suffolk NR33 OBG
328 London Road South Lowestoft Suffolk NR33 OBG
330 London Road South Lowestoft Suffolk NR33 OBG
332 London Road South Lowestoft Suffolk NR33 OBG
336 London Road South Lowestoft Suffolk NR33 OBG
338 London Road South Lowestoft Suffolk NR33 OBG
340 London Road South Lowestoft Suffolk NR33 OBG
340A London Road South Lowestoft Suffolk NR33 OBG
342 London Road South Lowestoft Suffolk NR33 OBG
346 London Road South Lowestoft Suffolk NR33 OBG
348 London Road South Lowestoft Suffolk NR33 OBG

First Floor Flat 2 290 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 282 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 300 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 320 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 324 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 330 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 334 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 338 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 344 London Road South Lowestoft Suffolk NR33 OBG
Flat 1 Basement 312 London Road South Lowestoft Suffolk NR33 OBG
Flat 2 300 London Road South Lowestoft Suffolk NR33 OBG
Flat 2 320 London Road South Lowestoft Suffolk NR33 OBG
Flat 2 324 London Road South Lowestoft Suffolk NR33 OBG
Flat 2 330 London Road South Lowestoft Suffolk NR33 OBG
Flat 2 334 London Road South Lowestoft Suffolk NR33 OBG
Flat 2 338 London Road South Lowestoft Suffolk NR33 OBG
Flat 2 344 London Road South Lowestoft Suffolk NR33 OBG
Flat 2 Ground Floor 312 London Road South Lowestoft Suffolk NR33 OBG
Flat 2a 282 London Road South Lowestoft Suffolk NR33 OBG
Flat 3 282 London Road South Lowestoft Suffolk NR33 OBG
Flat 3 300 London Road South Lowestoft Suffolk NR33 OBG
Flat 3 320 London Road South Lowestoft Suffolk NR33 OBG
Flat 3 324 London Road South Lowestoft Suffolk NR33 OBG
Flat 3 330 London Road South Lowestoft Suffolk NR33 OBG
Flat 3 334 London Road South Lowestoft Suffolk NR33 OBG
Flat 3 338 London Road South Lowestoft Suffolk NR33 OBG
Flat 3 344 London Road South Lowestoft Suffolk NR33 OBG
Flat 4 First Floor 312 London Road South Lowestoft Suffolk NR33 OBG
Flat 5 First Floor 312 London Road South Lowestoft Suffolk NR33 OBG
Flat 6 Second Floor 312 London Road South Lowestoft Suffolk NR33 OBG
Ground Floor Flat 1 290 London Road South Lowestoft Suffolk NR33 OBG
Most Easterly 322 London Road South Lowestoft Suffolk NR33 OBG
Top Flat Flat 3 290 London Road South Lowestoft Suffolk NR33 OBG
300 London Road South Lowestoft Suffolk
312 London Road South Lowestoft Suffolk
320 London Road South Lowestoft Suffolk
324 London Road South Lowestoft Suffolk
334 London Road South Lowestoft Suffolk
344 London Road South Lowestoft Suffolk
383 London Road South Lowestoft Suffolk NR33 OBJ
385 London Road South Lowestoft Suffolk NR33 OBJ
387 London Road South Lowestoft Suffolk NR33 OBJ
389 London Road South Lowestoft Suffolk NR33 OBJ
391 London Road South Lowestoft Suffolk NR33 OBJ
393 London Road South Lowestoft Suffolk NR33 OBJ
395 London Road South Lowestoft Suffolk NR33 OBJ
399 London Road South Lowestoft Suffolk NR33 OBJ
401 London Road South Lowestoft Suffolk NR33 OBJ
403 London Road South Lowestoft Suffolk NR33 OBJ
405 London Road South Lowestoft Suffolk NR33 OBJ

407 London Road South Lowestoft Suffolk NR33 0BJ
409 London Road South Lowestoft Suffolk NR33 0BJ
411 London Road South Lowestoft Suffolk NR33 0BJ
413 London Road South Lowestoft Suffolk NR33 0BJ
415 London Road South Lowestoft Suffolk NR33 0BJ
417 London Road South Lowestoft Suffolk NR33 0BJ
Allermuir 397 London Road South Lowestoft Suffolk NR33 0BJ
350 London Road South Lowestoft Suffolk NR33 0BQ
352 London Road South Lowestoft Suffolk NR33 0BQ
354 London Road South Lowestoft Suffolk NR33 0BQ
356 London Road South Lowestoft Suffolk NR33 0BQ
358 London Road South Lowestoft Suffolk NR33 0BQ
360 London Road South Lowestoft Suffolk NR33 0BQ
362 London Road South Lowestoft Suffolk NR33 0BQ
364 London Road South Lowestoft Suffolk NR33 0BQ
366 London Road South Lowestoft Suffolk NR33 0BQ
368 London Road South Lowestoft Suffolk NR33 0BQ
370 London Road South Lowestoft Suffolk NR33 0BQ
372 London Road South Lowestoft Suffolk NR33 0BQ
374 London Road South Lowestoft Suffolk NR33 0BQ
376 London Road South Lowestoft Suffolk NR33 0BQ
378 London Road South Lowestoft Suffolk NR33 0BQ
Basement Flat 360 London Road South Lowestoft Suffolk NR33 0BQ
Basement Flat 370 London Road South Lowestoft Suffolk NR33 0BQ
1 Cliff Road Lowestoft Suffolk NR33 0BT
2 Cliff Road Lowestoft Suffolk NR33 0BT
3 Cliff Road Lowestoft Suffolk NR33 0BT
Flat 1 2 Cliff Road Lowestoft Suffolk NR33 0BT
Flat 2 Croylands 2 Cliff Road Lowestoft Suffolk NR33 0BT
Flat 3 Croylands 2 Cliff Road Lowestoft Suffolk NR33 0BT
Flat A 1 Cliff Road Lowestoft Suffolk NR33 0BT
Flat Above 3 Cliff Road Lowestoft Suffolk NR33 0BT
Flat B 1 Cliff Road Lowestoft Suffolk NR33 0BT
Flat C 1 Cliff Road Lowestoft Suffolk NR33 0BT
Flat 1 Lancing Court Rectory Road Lowestoft Suffolk NR33 0BU
Flat 2 Lancing Court Rectory Road Lowestoft Suffolk NR33 0BU
Flat 3 Lancing Court Rectory Road Lowestoft Suffolk NR33 0BU
Flat 4 Lancing Court Rectory Road Lowestoft Suffolk NR33 0BU
Flat 5 Lancing Court Rectory Road Lowestoft Suffolk NR33 0BU
Lancing Court Rectory Road Lowestoft Suffolk NR33 0BU
22 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
23 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
25 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
26 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
27 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
31 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
32 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
32A Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
36 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB
37 Kirkley Cliff Road Lowestoft Suffolk NR33 0DB

38 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
39 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 1 25 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 1 27 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 1 28 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 1 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 1 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 10 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 11 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 12 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 2 25 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 2 27 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 2 28 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 2 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 2 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 20 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 21 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 22 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 23 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 24 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 25 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 3 25 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 3 27 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 3 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 3 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 30 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 31 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 32 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 33 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 34 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 35 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 4 25 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 4 27 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 4 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 4 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 5 25 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 5 40 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 5 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 6 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 7 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 8 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Flat 9 Banner Court Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Ground Floor Flat 32 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
Hope House 29 - 30 Kirkley Cliff Road Lowestoft Suffolk NR33 ODB
28 Kirkley Cliff Road Lowestoft Suffolk
Banner Court Kirkley Cliff Road Lowestoft Suffolk
42 Kirkley Cliff Road Lowestoft Suffolk NR33 ODF
42A Kirkley Cliff Road Lowestoft Suffolk NR33 ODF
43 Kirkley Cliff Road Lowestoft Suffolk NR33 ODF

44 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
48 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
49 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
51 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
52 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
53 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
55 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
56 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
57 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
58 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
58A Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 1 47 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 1 48 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 1 52 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 1 53 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 1 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 1 Ground Floor Flat East 50 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 2 47 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 2 48 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 2 52 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 2 53 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 2 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 2 Ground Floor Flat West 50 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 3 47 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 3 48 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 3 52 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 3 53 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 3 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 3 First Floor Flat East 50 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 4 48 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 4 53 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 4 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 4 First Floor Flat West 50 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 49 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 5 48 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 5 53 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 5 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 5 Second Floor Flat East 50 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 6 48 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 6 53 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 6 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 6 Second Floor Flat East 50 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 7 53 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 7 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 8 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Flat 9 60 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Marlborough House 54 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Orme House 59 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
Phoenix House 45 - 46 Kirkley Cliff Road Lowestoft Suffolk NR33 0DF
47 Kirkley Cliff Road Lowestoft Suffolk

Flat 20 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
Flat 21 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
Flat 3 357 London Road South Lowestoft Suffolk NR33 ODY
Flat 3 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
Flat 4 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
Flat 5 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
Flat 6 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
Flat 7 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
Flat 8 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
Flat 9 St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
South Lowestoft Methodist Church London Road South Lowestoft Suffolk NR33 ODY
St Aubyns Court 311 London Road South Lowestoft Suffolk NR33 ODY
The Corner House 381 London Road South Lowestoft Suffolk NR33 ODY
357 London Road South Lowestoft Suffolk
1 Rectory Road Lowestoft Suffolk NR33 OED
11 Rectory Road Lowestoft Suffolk NR33 OED
2 Rectory Road Lowestoft Suffolk NR33 OED
3 Rectory Road Lowestoft Suffolk NR33 OED
4 Rectory Road Lowestoft Suffolk NR33 OED
5 Rectory Road Lowestoft Suffolk NR33 OED
7 Rectory Road Lowestoft Suffolk NR33 OED
9 Rectory Road Lowestoft Suffolk NR33 OED
Kirkley Rectory Rectory Road Lowestoft Suffolk NR33 OED
St Peters Church And St Johns Church St Peters Road Lowestoft Suffolk
Rowan Cottage College Road Lowestoft Suffolk NR33 OEE
1 St Aubyns Road Lowestoft Suffolk NR33 OEG
10 St Aubyns Road Lowestoft Suffolk NR33 OEG
11 St Aubyns Road Lowestoft Suffolk NR33 OEG
12 St Aubyns Road Lowestoft Suffolk NR33 OEG
13 St Aubyns Road Lowestoft Suffolk NR33 OEG
14 St Aubyns Road Lowestoft Suffolk NR33 OEG
15 St Aubyns Road Lowestoft Suffolk NR33 OEG
16 St Aubyns Road Lowestoft Suffolk NR33 OEG
17 St Aubyns Road Lowestoft Suffolk NR33 OEG
18 St Aubyns Road Lowestoft Suffolk NR33 OEG
19 St Aubyns Road Lowestoft Suffolk NR33 OEG
2 St Aubyns Road Lowestoft Suffolk NR33 OEG
20 St Aubyns Road Lowestoft Suffolk NR33 OEG
21 St Aubyns Road Lowestoft Suffolk NR33 OEG
22 St Aubyns Road Lowestoft Suffolk NR33 OEG
23 St Aubyns Road Lowestoft Suffolk NR33 OEG
24 St Aubyns Road Lowestoft Suffolk NR33 OEG
25 St Aubyns Road Lowestoft Suffolk NR33 OEG
26 St Aubyns Road Lowestoft Suffolk NR33 OEG
28 St Aubyns Road Lowestoft Suffolk NR33 OEG
3 St Aubyns Road Lowestoft Suffolk NR33 OEG
4 St Aubyns Road Lowestoft Suffolk NR33 OEG
5 St Aubyns Road Lowestoft Suffolk NR33 OEG
6 St Aubyns Road Lowestoft Suffolk NR33 OEG
7 St Aubyns Road Lowestoft Suffolk NR33 OEG

8 St Aubyns Road Lowestoft Suffolk NR33 OEG
9 St Aubyns Road Lowestoft Suffolk NR33 OEG
1 Clifton Road Lowestoft Suffolk NR33 OHF
3 Clifton Road Lowestoft Suffolk NR33 OHF
5 Clifton Road Lowestoft Suffolk NR33 OHF
1 Union Place Lowestoft Suffolk NR33 OHG
10 Union Place Lowestoft Suffolk NR33 OHG
11 Union Place Lowestoft Suffolk NR33 OHG
13 Union Place Lowestoft Suffolk NR33 OHG
14 Union Place Lowestoft Suffolk NR33 OHG
15 Union Place Lowestoft Suffolk NR33 OHG
16 Union Place Lowestoft Suffolk NR33 OHG
17 Union Place Lowestoft Suffolk NR33 OHG
18 Union Place Lowestoft Suffolk NR33 OHG
19 Union Place Lowestoft Suffolk NR33 OHG
2 Union Place Lowestoft Suffolk NR33 OHG
20 Union Place Lowestoft Suffolk NR33 OHG
21 Union Place Lowestoft Suffolk NR33 OHG
22 Union Place Lowestoft Suffolk NR33 OHG
23 Union Place Lowestoft Suffolk NR33 OHG
24 Union Place Lowestoft Suffolk NR33 OHG
25 Union Place Lowestoft Suffolk NR33 OHG
3 Union Place Lowestoft Suffolk NR33 OHG
4 Union Place Lowestoft Suffolk NR33 OHG
5 Union Place Lowestoft Suffolk NR33 OHG
6 Union Place Lowestoft Suffolk NR33 OHG
7 Union Place Lowestoft Suffolk NR33 OHG
8 Union Place Lowestoft Suffolk NR33 OHG
9 Union Place Lowestoft Suffolk NR33 OHG
Ivy Cottage 12 Union Place Lowestoft Suffolk NR33 OHG
1 Orchard Terrace Lowestoft Suffolk NR33 OHQ
2 Orchard Terrace Lowestoft Suffolk NR33 OHQ
3 Orchard Terrace Lowestoft Suffolk NR33 OHQ
4 Orchard Terrace Lowestoft Suffolk NR33 OHQ
5 Orchard Terrace Lowestoft Suffolk NR33 OHQ
6 Orchard Terrace Lowestoft Suffolk NR33 OHQ
7 Orchard Terrace Lowestoft Suffolk NR33 OHQ
8 Orchard Terrace Lowestoft Suffolk NR33 OHQ
9 Orchard Terrace Lowestoft Suffolk NR33 OHQ
Orchard Villa Orchard Terrace Lowestoft Suffolk NR33 OHQ
10 Pakefield Road Lowestoft Suffolk NR33 OHS
12 Pakefield Road Lowestoft Suffolk NR33 OHS
14 Pakefield Road Lowestoft Suffolk NR33 OHS
16 Pakefield Road Lowestoft Suffolk NR33 OHS
18 Pakefield Road Lowestoft Suffolk NR33 OHS
2 Pakefield Road Lowestoft Suffolk NR33 OHS
20A Pakefield Road Lowestoft Suffolk NR33 OHS
20B Pakefield Road Lowestoft Suffolk NR33 OHS
20C Pakefield Road Lowestoft Suffolk NR33 OHS
22 Pakefield Road Lowestoft Suffolk NR33 OHS

4 Pakefield Road Lowestoft Suffolk NR33 OHS
6 Pakefield Road Lowestoft Suffolk NR33 OHS
8 Pakefield Road Lowestoft Suffolk NR33 OHS
20 Pakefield Road Lowestoft Suffolk
22A Pakefield Road Lowestoft Suffolk NR33 OHU
24 Pakefield Road Lowestoft Suffolk NR33 OHU
26 Pakefield Road Lowestoft Suffolk NR33 OHU
28 Pakefield Road Lowestoft Suffolk NR33 OHU
30 Pakefield Road Lowestoft Suffolk NR33 OHU
34 Pakefield Road Lowestoft Suffolk NR33 OHU
Cliff Lodge Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 1 30 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 1 32 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 1 34 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 2 30 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 2 32 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 2 34 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 3 30 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 3 32 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 3 34 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 4 32 Pakefield Road Lowestoft Suffolk NR33 OHU
Flat 4 34 Pakefield Road Lowestoft Suffolk NR33 OHU
32 Pakefield Road Lowestoft Suffolk
1 Kensington Road Lowestoft Suffolk NR33 OHY
11 Kensington Road Lowestoft Suffolk NR33 OHY
2 Kensington Road Lowestoft Suffolk NR33 OHY
3 Kensington Road Lowestoft Suffolk NR33 OHY
4 Kensington Road Lowestoft Suffolk NR33 OHY
5 Kensington Road Lowestoft Suffolk NR33 OHY
6 Kensington Road Lowestoft Suffolk NR33 OHY
7 Kensington Road Lowestoft Suffolk NR33 OHY
Coach House Kensington Road Lowestoft Suffolk NR33 OHY
Flat 1 6 Kensington Road Lowestoft Suffolk NR33 OHY
Flat 2 6 Kensington Road Lowestoft Suffolk NR33 OHY
26 Kirkley Park Road Lowestoft Suffolk NR33 OLG
28 Kirkley Park Road Lowestoft Suffolk NR33 OLG
30 Kirkley Park Road Lowestoft Suffolk NR33 OLG
32 Kirkley Park Road Lowestoft Suffolk NR33 OLG
34 Kirkley Park Road Lowestoft Suffolk NR33 OLG
36A Kirkley Park Road Lowestoft Suffolk NR33 OLG
38 Kirkley Park Road Lowestoft Suffolk NR33 OLG
40 Kirkley Park Road Lowestoft Suffolk NR33 OLG
42 Kirkley Park Road Lowestoft Suffolk NR33 OLG
44 Kirkley Park Road Lowestoft Suffolk NR33 OLG
46 Kirkley Park Road Lowestoft Suffolk NR33 OLG
48 Kirkley Park Road Lowestoft Suffolk NR33 OLG
50 Kirkley Park Road Lowestoft Suffolk NR33 OLG
52 Kirkley Park Road Lowestoft Suffolk NR33 OLG
54 Kirkley Park Road Lowestoft Suffolk NR33 OLG
56 Kirkley Park Road Lowestoft Suffolk NR33 OLG

58 Kirkley Park Road Lowestoft Suffolk NR33 0LG
60 Kirkley Park Road Lowestoft Suffolk NR33 0LG
62 Kirkley Park Road Lowestoft Suffolk NR33 0LG
64 Kirkley Park Road Lowestoft Suffolk NR33 0LG
64A Kirkley Park Road Lowestoft Suffolk NR33 0LG
66 Kirkley Park Road Lowestoft Suffolk NR33 0LG
68 Kirkley Park Road Lowestoft Suffolk NR33 0LG
70 Kirkley Park Road Lowestoft Suffolk NR33 0LG
72 Kirkley Park Road Lowestoft Suffolk NR33 0LG
74 Kirkley Park Road Lowestoft Suffolk NR33 0LG
76 Kirkley Park Road Lowestoft Suffolk NR33 0LG
78 Kirkley Park Road Lowestoft Suffolk NR33 0LG
80 Kirkley Park Road Lowestoft Suffolk NR33 0LG
82 Kirkley Park Road Lowestoft Suffolk NR33 0LG
84 Kirkley Park Road Lowestoft Suffolk NR33 0LG
86 Kirkley Park Road Lowestoft Suffolk NR33 0LG
Sunnyside 36 Kirkley Park Road Lowestoft Suffolk NR33 0LG
1 St Peters Road Lowestoft Suffolk NR33 0LH
11 St Peters Road Lowestoft Suffolk NR33 0LH
13 St Peters Road Lowestoft Suffolk NR33 0LH
15 St Peters Road Lowestoft Suffolk NR33 0LH
2 St Peters Road Lowestoft Suffolk NR33 0LH
3 St Peters Road Lowestoft Suffolk NR33 0LH
4 St Peters Road Lowestoft Suffolk NR33 0LH
5 St Peters Road Lowestoft Suffolk NR33 0LH
6 St Peters Road Lowestoft Suffolk NR33 0LH
8 St Peters Road Lowestoft Suffolk NR33 0LH
9 St Peters Road Lowestoft Suffolk NR33 0LH
Forton House 7 St Peters Road Lowestoft Suffolk NR33 0LH
10 St Peters Road Lowestoft Suffolk NR33 0LJ
12 St Peters Road Lowestoft Suffolk NR33 0LJ
14 St Peters Road Lowestoft Suffolk NR33 0LJ
16 St Peters Road Lowestoft Suffolk NR33 0LJ
18 St Peters Road Lowestoft Suffolk NR33 0LJ
20 St Peters Road Lowestoft Suffolk NR33 0LJ
21 St Peters Road Lowestoft Suffolk NR33 0LJ
22 St Peters Road Lowestoft Suffolk NR33 0LJ
23 St Peters Road Lowestoft Suffolk NR33 0LJ
24 St Peters Road Lowestoft Suffolk NR33 0LJ
25 St Peters Road Lowestoft Suffolk NR33 0LJ
26 St Peters Road Lowestoft Suffolk NR33 0LJ
27 St Peters Road Lowestoft Suffolk NR33 0LJ
28 St Peters Road Lowestoft Suffolk NR33 0LJ
29 St Peters Road Lowestoft Suffolk NR33 0LJ
30 St Peters Road Lowestoft Suffolk NR33 0LJ
31 St Peters Road Lowestoft Suffolk NR33 0LJ
32 St Peters Road Lowestoft Suffolk NR33 0LJ
33 St Peters Road Lowestoft Suffolk NR33 0LJ
35 St Peters Road Lowestoft Suffolk NR33 0LJ
37 St Peters Road Lowestoft Suffolk NR33 0LJ

39 St Peters Road Lowestoft Suffolk NR33 0LJ
St Peters Church Hall St Peters Road Lowestoft Suffolk NR33 0LJ
11 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
15 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
21 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
25 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
27 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
29 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
31 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
33 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
51 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
53 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
55 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
57 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
59 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
61 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
63 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
71 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
71A Kirkley Park Road Lowestoft Suffolk NR33 0LQ
73 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
75 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
9 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
Estherene House 35 Kirkley Park Road Lowestoft Suffolk NR33 0LQ
39 Apple Tree Close Lowestoft Suffolk NR33 0LS
61A Laurel Road Lowestoft Suffolk NR33 0NF
Inverary London Road South Lowestoft Suffolk NR33 0PD
1 Marine Parade Lowestoft Suffolk NR33 0QL
10 Marine Parade Lowestoft Suffolk NR33 0QL
11 Marine Parade Lowestoft Suffolk NR33 0QL
12 Marine Parade Lowestoft Suffolk NR33 0QL
14 Marine Parade Lowestoft Suffolk NR33 0QL
16 Marine Parade Lowestoft Suffolk NR33 0QL
17 Marine Parade Lowestoft Suffolk NR33 0QL
18 Marine Parade Lowestoft Suffolk NR33 0QL
19 Marine Parade Lowestoft Suffolk NR33 0QL
2 - 3 Marine Parade Lowestoft Suffolk NR33 0QL
20 Marine Parade Lowestoft Suffolk NR33 0QL
21 Marine Parade Lowestoft Suffolk NR33 0QL
22 Marine Parade Lowestoft Suffolk NR33 0QL
23 Marine Parade Lowestoft Suffolk NR33 0QL
24 Marine Parade Lowestoft Suffolk NR33 0QL
25 Marine Parade Lowestoft Suffolk NR33 0QL
26 Marine Parade Lowestoft Suffolk NR33 0QL
27 Marine Parade Lowestoft Suffolk NR33 0QL
4 Marine Parade Lowestoft Suffolk NR33 0QL
5 Marine Parade Lowestoft Suffolk NR33 0QL
6 Marine Parade Lowestoft Suffolk NR33 0QL
7 Marine Parade Lowestoft Suffolk NR33 0QL
8 Marine Parade Lowestoft Suffolk NR33 0QL
9 Marine Parade Lowestoft Suffolk NR33 0QL

Basement 7 Marine Parade Lowestoft Suffolk NR33 OQL
Basement And Ground Floor Flat 6 Marine Parade Lowestoft Suffolk NR33 OQL
First And Second Floors 22 Marine Parade Lowestoft Suffolk NR33 OQL
First Floor Flat 7 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 1 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 12 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 13 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 17 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 20 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 24 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 25 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 26 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 28 - 29 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 4 - 5 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 8 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1 9 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1A 1 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 1A 28 - 29 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 1 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 12 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 13 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 17 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 20 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 24 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 25 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 26 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 28 - 29 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 4 - 5 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 8 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 2 9 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 1 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 12 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 17 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 20 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 25 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 26 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 28 - 29 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 4 - 5 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 8 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 3 9 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 1 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 12 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 17 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 20 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 25 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 26 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 28 - 29 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 4 - 5 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 4 47 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 5 28 - 29 Marine Parade Lowestoft Suffolk NR33 OQL

Flat 5 4 - 5 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 6 28 - 29 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 6 4 - 5 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 7 28 - 29 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 7 4 - 5 Marine Parade Lowestoft Suffolk NR33 OQL
Flat 8 4 - 5 Marine Parade Lowestoft Suffolk NR33 OQL
Flat A 16 Marine Parade Lowestoft Suffolk NR33 OQL
Flat A 6 Marine Parade Lowestoft Suffolk NR33 OQL
Flat B 16 Marine Parade Lowestoft Suffolk NR33 OQL
Flat C 16 Marine Parade Lowestoft Suffolk NR33 OQL
Flat D 16 Marine Parade Lowestoft Suffolk NR33 OQL
Ground Floor 22 Marine Parade Lowestoft Suffolk NR33 OQL
Ground Floor 7 Marine Parade Lowestoft Suffolk NR33 OQL
Hazeldene 21 Marine Parade Lowestoft Suffolk NR33 OQL
Second Floor Flat 7 Marine Parade Lowestoft Suffolk NR33 OQL
The Beach House 15 Marine Parade Lowestoft Suffolk NR33 OQL
Top Flat 10 Marine Parade Lowestoft Suffolk NR33 OQL
Top Flat 8 Marine Parade Lowestoft Suffolk NR33 OQL
13 Marine Parade Lowestoft Suffolk
28 - 29 Marine Parade Lowestoft Suffolk
4 - 5 Marine Parade Lowestoft Suffolk
30 Marine Parade Lowestoft Suffolk NR33 OQN
31 Marine Parade Lowestoft Suffolk NR33 OQN
33 Marine Parade Lowestoft Suffolk NR33 OQN
34 Marine Parade Lowestoft Suffolk NR33 OQN
35 Marine Parade Lowestoft Suffolk NR33 OQN
36 Marine Parade Lowestoft Suffolk NR33 OQN
37 Marine Parade Lowestoft Suffolk NR33 OQN
38 Marine Parade Lowestoft Suffolk NR33 OQN
39 Marine Parade Lowestoft Suffolk NR33 OQN
40 Marine Parade Lowestoft Suffolk NR33 OQN
42 Marine Parade Lowestoft Suffolk NR33 OQN
43 Marine Parade Lowestoft Suffolk NR33 OQN
45 Marine Parade Lowestoft Suffolk NR33 OQN
46 Marine Parade Lowestoft Suffolk NR33 OQN
48 Marine Parade Lowestoft Suffolk NR33 OQN
49 Marine Parade Lowestoft Suffolk NR33 OQN
Basement Flat 34 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 32 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 36 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 37 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 38 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 40 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 41 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 42 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 46 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 47 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 48 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 1 50 Marine Parade Lowestoft Suffolk NR33 OQN
Flat 2 32 Marine Parade Lowestoft Suffolk NR33 OQN

Flat 2 36 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 37 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 38 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 40 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 41 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 42 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 46 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 47 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 48 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 2 50 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 32 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 36 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 37 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 38 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 40 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 41 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 42 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 46 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 47 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 48 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 3 50 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 32 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 36 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 37 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 38 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 40 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 41 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 42 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 48 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 50 Marine Parade Lowestoft Suffolk NR33 0QN
Flat 4 Second Floor 46 Marine Parade Lowestoft Suffolk NR33 0QN
Kingsleigh Guest House 44 Marine Parade Lowestoft Suffolk NR33 0QN
32 Marine Parade Lowestoft Suffolk
41 Marine Parade Lowestoft Suffolk
47 Marine Parade Lowestoft Suffolk
50 Marine Parade Lowestoft Suffolk
21 The Avenue Lowestoft Suffolk NR33 7LH
23 The Avenue Lowestoft Suffolk NR33 7LH
25 The Avenue Lowestoft Suffolk NR33 7LH
27 The Avenue Lowestoft Suffolk NR33 7LH
29 The Avenue Lowestoft Suffolk NR33 7LH
39 The Avenue Lowestoft Suffolk NR33 7LH
41 The Avenue Lowestoft Suffolk NR33 7LH
43 The Avenue Lowestoft Suffolk NR33 7LH
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Cornwall House 31 The Avenue Lowestoft Suffolk NR33 7LH
10 The Avenue Lowestoft Suffolk NR33 7LL
12 The Avenue Lowestoft Suffolk NR33 7LL
18 The Avenue Lowestoft Suffolk NR33 7LL
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1B The Avenue Lowestoft Suffolk NR33 7LL
2 The Avenue Lowestoft Suffolk NR33 7LL
20 The Avenue Lowestoft Suffolk NR33 7LL
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46 The Avenue Lowestoft Suffolk NR33 7LL
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50 The Avenue Lowestoft Suffolk NR33 7LL
6 The Avenue Lowestoft Suffolk NR33 7LL
6A The Avenue Lowestoft Suffolk NR33 7LL
Dental Surgery 2 The Avenue Lowestoft Suffolk NR33 7LL
Hollyhocks 8 The Avenue Lowestoft Suffolk NR33 7LL

Summary of Public Consultation Results

Two concurrent public consultations ran from 22nd January 2024 to 1st March 2024 (6 weeks). Responses to the public consultations were received through the online consultation forms, via email and over the phone, as well as in-person at two drop-in events.

In total, 16 responses were submitted on the online forms, 4 email responses were sent and between 10 and 20 enquiries came through via phone. Officers spoke with 5 residents at the North Lowestoft consultation event and approximately 30 residents at the South Lowestoft/Kirkley consultation event.

The Lowestoft Town Council expressed support for the proposals.

Discussions at the drop-in events showed that planning regulations and Article 4 directions are generally not well-known, and that more information should be made available about them. Many residents expressed that the preservation of the character and appearance of the Conservation Areas is important, even if they had concerns or objections to the Article 4 directions. At the in-person events, after providing further guidance and explanations about the impacts of the Article 4 directions and/or the impacts on removing them, many residents were generally supportive.

There were several themes raised by the written responses:

- General enquiries about Article 4 directions and Conservation Areas, and what the changes mean.
- Concerns about the reduction of the geographical areas covered by the Article 4 directions, and the impact that this would have on the character and appearance of these areas.
- Objections to the Article 4 directions remaining in place, due to the planning restrictions this imposes on residents.
- Specific questions about properties, not about the Article 4 directions.
- Concerns about previous inconsistency in planning enforcement.

Summary of comment		Officer response
1	Resident	<ul style="list-style-type: none"> • Concern about costs of timber windows and secondary glazing. • The Council should make grants available. • Concern about Planning Permission costs.
2	Resident	<ul style="list-style-type: none"> • The cost associated with timber windows are acknowledged. Their cost reflects the longer life expectancy, traditional appearance and construction, which contribute to the character of the Conservation Area.
		<ul style="list-style-type: none"> • Comments on the effectiveness of Article 4 directions are acknowledged. • The review of the Article 4 directions ensures that they are used in areas where it is justified. Any residential properties

			that would be outside of the Article 4 direction area are still covered by planning restrictions.
3	Resident	<ul style="list-style-type: none"> Request to retain the A4 directions in all areas. Better enforcement is needed. Reduction in Areas would be a step back. 	<ul style="list-style-type: none"> Acknowledged the concern about inconsistent enforcement. The review aims to be a new baseline for consistent decisions in the future.
4	Resident	<ul style="list-style-type: none"> Enquiry about why certain areas are removed and others not. Concerns about cost of timber windows. Want to retain the character of the streets, but there should be a way for people to change to plastic windows. Plastic windows have improved in appearance. 	<ul style="list-style-type: none"> Plastic windows are not able to replicate the character and quality of timber windows. Maintenance and repairs can extend the life of timber windows significantly, and thermal improvements can be added without need for planning permission.
5	Kirkley People's Forum	<ul style="list-style-type: none"> Objection to removal of A4 direction on large parts of Kirkley Areas that are being removed coincide with the HAZ areas, why is this? This would be a step back from the good work that has been done recently. Lack of enforcement Will this make it easier for landlords to make changes? Will the flat saturation area be affected? 	<ul style="list-style-type: none"> Acknowledged the concern about inconsistent enforcement. The review aims to be a new baseline for consistent decisions in the future. Properties removed from the Article 4 direction will still be in the Conservation Area and will remain covered by certain planning restrictions. The Conservation Area boundaries and flat saturation area are not changing.
6	Resident	<ul style="list-style-type: none"> Concerns about inconsistent enforcement 	<ul style="list-style-type: none"> Acknowledged the concern about inconsistent enforcement. The review aims to be a new baseline for consistent decisions in the future.
7	Resident	<ul style="list-style-type: none"> A4 directions should be removed from all areas or none. Other councils have agreed certain uPVC window styles that are appropriate. Inappropriate windows can be changed with other inappropriate windows without planning permission. This perpetuates the deterioration of the area. 	<ul style="list-style-type: none"> Plastic windows are not able to replicate the character and quality of timber windows. Maintenance and repairs can extend the life of timber windows significantly, and thermal improvements can be

			added without need for planning permission.
8	Resident	<ul style="list-style-type: none"> • London Road South, College Road, St Aubyns and St Peters Roads where it is proposed to remove the A4 direction only have 22% of original windows remaining. • People who already have plastic windows are unlikely to comment on the consultation, which should be taken into account. 	<ul style="list-style-type: none"> • The Article 4 directions aim to preserve the overall character of the area, therefore even if many of the historic windows have already been lost, the overall positive survival rate of historic features (windows, doors, roofs, chimneys, front boundaries, front gardens, non-extended front elevations) means the area still merit retention of the Article 4 direction.
9	Resident	<ul style="list-style-type: none"> • Many houses in the A4 direction area have very large windows, which are not energy efficient. This is made worse by the seaside location. • Lowestoft is not an affluent area, homeowners are forced into fuel poverty. 	<ul style="list-style-type: none"> • Regular maintenance of historic features extends their lifetime and can improve their energy efficiency. Refurbishment, retrofitting and secondary glazing do not require planning permission.
10	Resident	<ul style="list-style-type: none"> • More information about Article 4 directions should be provided before public consultations. 	<ul style="list-style-type: none"> • Comments are acknowledged. Guidance was sent out with every consultation letter, which will be published on the Council's website.
11	Resident	<ul style="list-style-type: none"> • Concerns about cost of planning permission. • Planning permission and pre-application advice should have a reduced fee. 	<ul style="list-style-type: none"> • Refurbishment of historic features and secondary glazing do not require planning permission. Guidance on what changes can be made in Conservation Areas will be published on the Council's website.
12	Resident	<ul style="list-style-type: none"> • Concerns about the efficiency of Victorian cast iron guttering and down pipes. 	<ul style="list-style-type: none"> • Where it is justified that existing historic features are beyond repair or causing damage to properties, a suitable alternative could be permitted, subject to planning permission. The Article 4 directions enable officers to make an assessment of any proposed changes in order to preserve the

			character and appearance of the Conservation Areas.
13	Resident	<ul style="list-style-type: none"> Concerns about lack of consistency in enforcement. On London Road South, College Road, St Aubyns and St Peters where it is proposed to retain the article 4 direction there is a total of 190 properties. Only 40 of which have retained the original windows, fewer than 40 have retained the original Front door, guttering and roof with 6 retaining the front garden wall and railings. Objection to the retention of the Article 4 direction in this area. 	<ul style="list-style-type: none"> Reviewed survey data: The survey picked up on several phases of historic and appropriately detailed windows and other relevant features, not only original windows. Buildings were surveyed in groups. In this area, some groups of buildings have less than 25% of historic windows retained, some have approximately 75% of historic windows retained. Garden walls may have been changed, but their presence is still an important contributor to the appearance of the street. Overall, there was considered to be a positive presence of historic and appropriate features, therefore these areas are still considered to merit the Article 4 directions.
14	Resident	<ul style="list-style-type: none"> Objection to retention of A4 direction due to financial burden on owners Areas of Lowestoft are deprived, scoring 1 on the Multiple Deprivation scale by the Ministry for Housing Communities and Local Government (MHCLG). 	<ul style="list-style-type: none"> The cost of timber windows compared to uPVC windows is acknowledged. Thermal efficiency of historic windows can be improved through maintenance, retrofitting or secondary glazing, which do not require planning permission.
15	Resident	<ul style="list-style-type: none"> Concerns about the cost of refurbishing windows and not being allowed replacement Suitable uPVC windows should be approved. 	<ul style="list-style-type: none"> Plastic windows are not able to replicate the character and quality of timber windows. Maintenance and repairs can extend the life of timber windows significantly, and thermal improvements can be added without need for planning permission.

16	Resident	<ul style="list-style-type: none"> Keeping historic character is important, but should be taken in balance with improving wellbeing for residents. Concerns about heating costs associated with historic windows. 	<ul style="list-style-type: none"> Maintenance and repairs can extend the life of timber windows significantly, and thermal improvements can be added without need for planning permission.
17	Lowestoft Town Council	The Town Councils is supportive of the proposals.	<ul style="list-style-type: none"> Response is acknowledged.
18	Resident	<ul style="list-style-type: none"> General comments about the deterioration of aspects of the character of the Conservation Area. Objection to the removal of Article 4 directions due to concerns about lifting planning restrictions. 	<ul style="list-style-type: none"> The review of the Article 4 directions ensures that they are used in areas where it is justified. Properties removed from the Article 4 direction will still be in the Conservation Area and will remain covered by certain planning restrictions. The preservation of the character and appearance of the Conservation Area remains an important consideration in any planning decisions.
19	Resident	<ul style="list-style-type: none"> Property-specific questions unrelated to the Article 4 direction review, related to wall repairs. 	<ul style="list-style-type: none"> Enquiries acknowledged
20	Resident	<ul style="list-style-type: none"> Property-specific question unrelated to the Article 4 direction review, related to bus shelter. 	<ul style="list-style-type: none"> Enquiries acknowledged
21	Resident	<ul style="list-style-type: none"> Concern about lack of consistency in enforcement decision. 	<ul style="list-style-type: none"> Acknowledged the concern about inconsistent enforcement. The review aims to be a new baseline for consistent decisions in the future.

Summary of comments and discussions during drop-in events

Further actions taken

- In the vast majority of cases, once residents understood how an Article 4 direction was different from a Conservation Area (“CA”), what the reduced areas were and the reason behind the change (i.e building already with protection or with lower historic retention), they were accepting of proposals.
- Questions about windows:

- Reviewed survey data: The survey picked up on several phases of historic and appropriately detailed windows and other relevant features, not only original windows.

<ul style="list-style-type: none"> a. Why are there so many plastic windows if these protections were already in place? <ul style="list-style-type: none"> • Inconsistent enforcement, which is part of the reason for the reduced areas to make enforcement easier and set a new baseline. b. Residents hadn't realised that there was a baseline level of protection in a CA, whereby permission should be sought for change of external appearance changes, regardless of Article 4 direction. c. There was a general feeling that uPVC windows were 'the best' option for efficiency for cost. <ul style="list-style-type: none"> • Wooden windows more expensive initially, but have a much longer lifespan with cheaper repair costs as whole units rarely need replacing. Secondary glazing and draught proofing should be the first measures and make a radical difference in efficiency at a relatively small cost in comparison to wholesale uPVC replacement, and allow retention of historic character. d. Frustration that Article 4 direction would make it more difficult to 'upgrade' to uPVC when others had/matters of 'precedent'. <ul style="list-style-type: none"> • This is an issue of enforcement and uPVC was likely done without permission. Article 4 direction makes no difference here, as they are still within a CA so should have required permission to change the windows originally. Article 4 direction only seeks to conserve, to limit further damage to historic character and that's why it's important to have in areas of well-conserved historic features, regardless of 'precedent'. • Some residents claimed there were areas where most original features had been lost and so shouldn't be included in Article 4 direction, while in other areas some said there was high retention so should be included. • There were concerns about the financial burden for those living within a CA due to higher standards for materials/design that would otherwise not be an issue. 	<ul style="list-style-type: none"> • The areas that are proposed to remain in the Article 4 direction area, as discussed with residents, were areas where historic windows had been lost, however there was still an overall positive retention of other historic features. • The areas that are proposed to be removed from the Article 4 direction area are areas where detrimental changes have already taken place, and therefore the retention of the Article 4 directions in these areas is not justified.
<ul style="list-style-type: none"> • Comments about the untidy appearance of Sanctuary Court site, why is it allowed to look so untidy given its position in the conservation area. Provided enforcement email address for resident to raise with enforcement directly. Multiple comments about Sanctuary Court from different residents. 	<ul style="list-style-type: none"> • Guidance on what the restrictions in Article 4 directions are, and what can be done without planning permission, will be published on the Council website.

- Enquiry about how to apply for a building to be listed
- Comments about the contemporary grey house on Kirkley Cliff Road and why it was allowed in the conservation area
- Comments that this review rewards previous ‘bad behaviour’ where people have done works without consent which gives an amnesty on unauthorised works, meanwhile residents who have applied to replace windows etc and have had refusals have been treated unfairly given the lack of enforcement
- Comments about the deprived nature of the area and that maintaining timber windows is too expensive, and inefficient windows result in higher energy costs for running buildings
- Comments that the buildings in Kirkley are average Victorian building stock and not worthy of additional protection
- Comment that other aspects of the A4 were acceptable but there should be no restriction on windows across the South Lowestoft/Kirkley Conservation Area
- Frustration about lack of enforcement and inconsistent planning decisions
- Alleged 20% of houses in the main A4 proposed for retention have original windows, and concerns over the data collection not warranting protection.

- Survey data reviewed (as noted above)

North Lowestoft

- Question about whether consent would be required to change a fence – supported the proposals, understanding the reasoning behind removing non-residential properties and flats from the proposals
- Question about whether consent would be required to change windows – accepted that it would as they had previously applied for and gained consent in the 1980s. Supported the proposals, understanding the reasoning behind removing non-residential properties and flats from the proposals

South Lowestoft/Kirkley

- Generally supportive of the proposals recognising the special quality of the area. Had been concerned that the Conservation Area boundary was changing but reassured that it was just the Article 4 area. Question about whether planning required for a side conservatory replacing a flat roofed attached garage
- Generally supportive of the proposals recognising the special quality of the area and the impact that inappropriate works can have. Question about whether a new detached garage to side of the

- property would need consent and about whether consent required to change boundary fence
- Wanted to know about impact on shops – explained restrictions only relate to single dwellinghouses so the restrictions on shops would not be impacted. Generally supportive.
 - Question about whether consent was required to change UPVC windows to an improved pattern in a listed building
 - Objected to the proposals. Stated that it was unfair that those that have followed the rules are being penalised by not being allowed to change timber windows from UPVC whereas areas that have not followed the rules are now being removed from the area and therefore won't face same restrictions. Timber windows are prohibitively expensive.
 - Generally supportive of the proposals once they were explained, had been concerned that areas were being taken out of the conservation area completely
 - Unrelated to proposals. Concerned about lack of public consultation relating to tree works in the conservation area – Officer explained that owners only have to give notice to the Council about tree works so it is not something that the public can comment on. Would still prefer community to know about works in advance
 - Unrelated to proposals - Concerned about level of street lighting at Union Terrace following change to more modern street lights – very concentrated light that doesn't cover the whole street – advised to contact the County Council.

North Lowestoft

- Question about whether a bus shelter could be removed from in front of owner's building. Concern about rubbish left around the shelter.

South Lowestoft/Kirkley

- Concerns about the cost of living associated with historic buildings. This area is the most deprived.
- Objection to retaining Article 4 direction on London Road South – concern about not being able to replace historic windows.
- Owners of a listed building wanting to know how the removal of the Article 4 would affect them.
- Local Scout leaders wanting to know more about the event, to share with their groups.
- Local resident concerned about the removal of the A4 from part of the London Rd South area and from the Windsor/Cleveland/Grosvenor area. States the area still has a lot of architectural significance that should be preserved. Concern that if buildings that are currently flats are reunited into single dwellings, then they wouldn't be covered by the Article 4 directions.

- Survey data reviewed (as noted above)

- Kirkley People's Forum and Ward Members pleased to see a lot of engagement from residents.

Committee	Strategic Planning Committee
Date	08/04/2024
Subject	Planning Performance Report – 1 October 2023 to 31 December 2023
Cabinet Member	Councillor Kay Yule Cabinet Member with responsibility for Planning and Coastal Management
Report Author(s)	Katherine Scott Principal Planner (Development Management, Technical Lead) katherine.scott@eastsoffolk.gov.uk
Head of Service	Philip Ridley Head of Planning and Coastal Management philip.ridley@eastsoffolk.gov.uk
Director	Nick Khan Strategic Director nick.khan@eastsoffolk.gov.uk

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
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Purpose/Summary

This report publishes the quarterly figures for the number of 'Planning Applications' determined within government targets or agreed extensions of time within the most recently completed financial quarter.

Recommendation(s)

That Strategic Planning Committee:

That the report concerning the performance of the Development Management Team in terms of the speed of determining planning applications is noted.

Strategic plan

How does this proposal support Our Direction 2028?

Environmental Impact	The statistics presented in this report are not directly applicable to the this. However, it is recognised that the planning application process has to consider the material planning impacts upon the environment.
Sustainable Housing	The statistics presented in this report are not directly applicable to the this. However, it is recognised that the planning application process and the planning policies which are used to determine such applications seeks to ensure the provision of sustainable housing.
Tackling Inequalities	The statistics presented in this report are not directly applicable to the this. However, it is recognised that the planning application process and the planning policies which are used to determine such applications, seek to support communities, and the provision of facilities which can be beneficial including community buildings, open space and facilities for physical and mental health wellbeing.
Thriving Economy	The statistics presented in this report are not directly applicable to the this. However, it is recognised that the planning application process and the planning policies which are used to determine such applications, seek to support appropriate economic development within the district.
Our Foundations / governance of the organisation	The Planning Service and the determination of planning and planning related applications is a statutory function of the Council. It also provides a vital mechanism through which improvements to the district can be secured for the benefit of residents, businesses and visitors.

Justification for recommendations

1. Background

- 1.1. This report provides details on the determination timescales for all planning applications at East Suffolk Council when tested against the government set timescales as well as the East Suffolk Council stretched targets.
- 1.2. The Key Performance Indicators (KPIs) are reported on a quarterly basis and included within the East Suffolk Council performance report and tested against the Council's Business Plan

2. Introduction

- 2.1. East Suffolk Council as Local Planning Authority determines applications that seek Planning Permission, Listed Building Consent, Advertisement Consent, Prior Notification Approval, and Tree Works applications along with associated applications such as those seeking approval of matters reserved by conditions on consents.
- 2.2. This report focuses on the applications for Planning Permission (those seeking Approval of Reserved Matters, Change of Use, Full Planning Permission, Outline Planning Permission, Removal of Condition(s) and Variations of Condition(s)). There are herein referred to as Planning Applications, and the key application types that are monitored by Government with rolling 2-year targets.
- 2.3. The figures referred to in this report are referred to as those for 'Major' applications and 'Non-Major' applications. 'Major' development is defined in the National Planning Policy Framework (NPPF) as:

“Major development: For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For nonresidential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.”
- 2.4. 'Non-Major' development/applications are proposals for planning permission which fall outside the above definition for 'Major'.
- 2.5. The previous Strategic Planning Committee took place on Monday 8 January 2024, shortly after the end of the last quarter. However, reports for that meeting had to be drafted and published prior to the end of the preceding quarter (that ending 31 December 2023) Therefore, this report provides the full data for that quarter.

2.6. The data for Planning Applications during the quarter 1 October 2023 – 31 December 2023 is:

	Numbers in time /within agreed extension of time	Total number determined	Percentage determined in time/within agreed extension of time	Target
Major Development	14	16	88%	60% National 65% ESC Stretch Target
Minor Development	94	131	71.8%	No national target 75% ESC Stretch target
Other Development	187	256	73%	No national target 90% ESC Stretch target
Non-Major Development (Minor and Others combined)	281	387	72.6%	70% National No ESC Stretch target

2.7. As set out in the table above, both the National target of 60% and the local stretch target of 65% has been significantly exceeded for Majors, as the proportion of such applications determined within in time or within extensions of time was 88%.

2.8. The figures for this quarter, also show that the proportion of Non-Major applications being determined within time or within an agreed extension of time met the national target of 70%, as 72.6% was achieved.

2.9. It is unfortunate that the stretch targets for both Minor and Other Development were not met. However, these are locally set and were set a number of years ago, prior to the current government set targets, which do not monitor Minor and Other developments as individual categories. The government targets only look at the combined figures for minors and others (i.e. Non-Major) and those figures are being met.

2.10. The current two-year monitoring period runs from 1 October 2022 to 31 September 2024. The current overall figures from 1 October 2022 to 31 December 2023 were:

- 89% for Majors (target is 60%)
- 77.64% for Non-Majors (target is 70%).

- 2.11. Therefore, the Local Planning Authority remains on target to meet the two-year government requirements.
- 2.12. During the same period the Local Planning Authority also determined other forms of planning related applications and provided pre-application advice. During this period, provisional figures indicate that the cases closed/determined by Local Planning Authority included (but not limited to):
- Determined a significant number of planning and planning related formal applications, including:
 - o 403 Planning Applications (those referred to in the table above), which included 221 applications relating to householder development,
 - o 60 Listed Building Consent applications,
 - o 14 Certificate of Lawfulness applications,
 - o 6 Advertisement Consent applications,
 - o 3 Larger Rear Extension Householder Prior Notification Applications,
 - o 14 other forms of Prior Notification Application (including changes of use and those for agricultural works etc).
 - Provided written pre-application advice on 173 pre-application submissions,
And
 - Determined 125 applications for works to trees:
 - o 42 applications for works to trees covered by Tree Preservation Orders
 - o 83 applications for works to trees within Conservation Areas.
- 2.13. During this period the team also continued to provide other services that cannot be monitored in terms of numbers of applications/decisions. These include the daily duty planner service and assisting agents, applicants, third parties, consultees and the wider public with planning related queries.
- 2.14. The Planning Performance Report to Strategic Planning Committee on 8 January 2024, also provided an update on the progression of the Local Validation List, explaining that's its adoption will give the Local Planning Authority a stronger position to insist upon the information/documents/drawings we require prior to validating applications, which in turn should assist with our ability to determine applications.
- 2.15. At the time of the meeting in January, the consultation process on the Local Validation List was still underway. The consultation period has since expired, and the comments received have been considered and where appropriate amendments have been made to the draft Local Validation List. There is a separate report on the agenda for this meeting, recommending the adoption of the Local Validation List and Local Validation Guidance and associated index documents.

3. Proposal

- 3.1. These figures should continue to be monitored on a quarterly basis.

4. Financial Implications

- 4.1. As explained in the [previous Planning Performance Report to Strategic Planning Committee](#), the planning application fees were increased on 6 December 2023 through [The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) \(Amendment\) Regulations 2023 \(legislation.gov.uk\)](#) and those regulations also amended Town and Country Planning Development Management Procedure Order 2015 (as amended), to introduce a 16 week planning guarantee.
- 4.2. This means where a planning application takes longer than the statutory time periods (i.e. 13 weeks for Major and 8 Weeks for Non-Major) and an extension of time has not been agreed with the applicant, the Planning Guarantee applies.
- 4.3. This means that if a Major application is not decided within 26 weeks or a Non-Major within 16 weeks, and where no extension of time has been agreed, or appeal against non-determination has been submitted, then the fee paid by the applicant will be refunded to them.
- 4.4. Therefore, the Local Planning Authority needs to ensure that planning applications are determined within the set timescales or agree extensions of time in order to minimise the potential risk for fees to be refunded on such applications.
- 4.5. However, it should be noted that applications can potentially be refused if the applicants are deliberately trying to delay the determination or refuse to agree an extension of time in order to seek to secure a refund. National Planning Policy Guidance is clear that applicants should not attempt to delay a decision on their application simply to obtain a fee refund and that a Local Planning Authority will be justified in refusing permission when an applicant causes deliberate delay and has been unwilling to agree an extension of time [Determining a planning application - GOV.UK \(www.gov.uk\)](#).

5. Legal Implications

- 5.1. If a planning application is not determined within the eight- or 13-week target time, or within an agreed extension of time, then the applicants have a right to appeal to the Planning Inspectorate, who would then be the determining authority for that planning application.
- 5.2. However, it should be noted that planning applications do not obtain deemed consent if they are not determined in time. The eight- and 13-week time frames for determination are important for ensuring that the not only the decision on each application remains with the Local Planning Authority, but ensuring that the government targets are met for the two-year monitoring period process, so that wider determination powers remain with the Local Planning Authority.
- 5.3. Prior Notification applications which do not form part of this two-year monitoring period process, because they are not Planning Applications, also need to be determined within time, because if the proposals meet the criteria to be Permitted Development subject to the Prior Notification Process (as set out in the [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015 \(legislation.gov.uk\)](#)), are not determined

within the set timescale or an agreed extension of time, they can obtain deemed consent, which means works can go ahead outside the control of the Local Planning Authority.

6. Risk Implications

- 6.1. If the Local Planning Authority fails to meet the rolling two-year rolling monitoring period targets, it can be put into special measures by the Secretary of State, which could mean that all or some of its decision making powers for applications could be removed, and applicants would have the option to apply directly to the Planning Inspectorate, removing the local decision making process for such applications.
- 6.2. Therefore, it is important that these quarterly figures continue to be monitored to ensure that the Local Planning Authority remains on track to meet the 2 year monitoring period targets.

7. Options

- 7.1. There aren't any options other than to continue to monitor the quarterly figures, and seek to address any potential issues if or as and when they arise.

8. Recommendations

- 8.1. That the report concerning the performance of the Development Management Team in terms of the speed of determining planning applications is noted.

9. Reasons for Recommendations

- 9.1. These figures form part of the Local Planning Authority's statutory returns to government, and it is important to monitor these figures, to ensure that the Local Planning Authority remains on track to meet the two-year rolling monitoring period targets, to ensure that performance remains at a level above the minimum threshold, so that the Local Planning Authority does not become at risk of being put in special measures.

10. Conclusions/Next Steps

- 10.1. Strategic Planning Committee should continue to receive these quarterly monitoring reports.

Areas of consideration comments

Section 151 Officer comments:

There are no financial implications arising from this report.

Monitoring Officer comments:

The legal implications are fully set out in the report. No additional comments.

Equality, Diversity and Inclusion/EQIA:

There are no specific implications arising in terms of this matter from the statistics included within this report.

Safeguarding:

There are no specific implications arising in terms of this matter from the statistics included within this report.

Crime and Disorder:

There are no specific implications arising in terms of this matter from the statistics included within this report.

Corporate Services implications:

(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)

As Legal Services are the determination team for Certificate of Lawfulness (with input from the Development Management Team, who also manage the process), they have a significant effect upon the timeframes for the determination of such applications, and therefore the performance of such applications.

The Legal Services Team are also involved in legal agreement, which can be required for some planning applications, and therefore they also affect the timescale for the determination of such applications (along with outside factors).

Residents and Businesses consultation/consideration:

Not applicable to the statistics presented in this report

Appendices:

None.

Background reference papers:

Date	Type	Available From
8 January 2024	Planning Performance Report – July to September 2023	CMIS > Meetings
2 October 2023	Planning Performance Report – April to June 2023	CMIS > Meetings
3 July 2023	Planning Performance Report – January to March 2023 (Includes annual and quarterly figures for April 2022 – March 2023, including those in the quarterly performance reports for that financial year)	CMIS > Meetings
6 June 2022	Planning Performance Report – April 2021 to March 2022 (Includes annual and quarterly figures for April 2021 – March 2022, including those in the quarterly performance reports for that financial year)	CMIS > Meetings

Committee	Strategic Planning Committee
Date	08/04/2024
Subject	Enforcement Performance Report – October to December 2023
Cabinet Member	Councillor Kay Yule Cabinet Member with responsibility for Planning and Coastal Management
Report Author(s)	Cate Buck Senior Planning & Enforcement Officer cate.buck@eastsoffolk.gov.uk
Head of Service	Philip Ridley Head of Planning and Coastal Management Philip.ridley@eastsoffolk.gov.uk
Director	Nick Khan Strategic Director - Strategic Management Nick.khan@eastsoffolk.gov.uk

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not Applicable
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Purpose/Summary

To provide information on the performance of the enforcement section of the Development Management Team.

Recommendation(s)

That Strategic Planning Committee note the content of the report.

Strategic plan

How does this proposal support Our Direction 2028?

Environmental Impact	The statistics presented in this report are not directly applicable to this. However, it is recognised that resolving breaches of planning control can assist in reducing potentially harmful impacts upon the environment
Sustainable Housing	The statistics presented in this report are not directly applicable to this. However, it is recognised that planning enforcement can be required to ensure that requirements of planning consents are complied with, including those relating to housing size and tenure mix, provision of community facilities areas such as public open space and connecting pathways etc, and the provision of appropriate provisions of renewable energy technology.
Tackling Inequalities	The Planning Service and the determination of planning and planning related applications is a statutory function of the Council. It also provides a vital mechanism through which improvements to the district can be secured for the benefit of residents, businesses and visitors, no matter their personal circumstances.
Thriving Economy	The Planning Service and the determination of planning and planning related applications is a statutory function of the Council. It also provides a vital mechanism through which improvements to the district can be secured for the benefit of residents, businesses and visitors, including the provision of buildings for employment uses, and supporting uses that add to vitality within district and town centres.
Our Foundations / governance of the organisation	The Planning Service and the determination of planning and planning related applications is a statutory function of the Council, which provides a vital mechanism through which improvements to the district can be secured for the benefit of residents, businesses and visitors.

Although Planning Enforcement is technically a discretionary function, it is required to ensure that the necessary planning consents are obtained and conditions/requirements of such consents are adhered to.

Without an effective planning enforcement service there would be pressure for those within the district to comply with planning regulations, and the benefits to the environment, the economy and communities that arise from the application and consenting process would not necessarily be obtained.

Justification for recommendations

1. Background

- 1.1 Following the adoption of the new Local Enforcement Plan in March 2019 and the formation of the new East Suffolk Council section it was decided that a report be presented on a quarterly basis from August 2019, to present key statistics relating to the activities of the Planning Enforcement Team.

2. Introduction

- 2.1 This report provides details of key statistics relating to the activities of the Planning Enforcement Team between 1 October 2023 and 31 December 2023.
- 2.2 East Suffolk Council as Local Planning Authority is the authority responsible for the investigation of potential breaches of planning control and taking action (and determination when such action is appropriate).
- 2.3 The Planning Enforcement Team follows the adopted [East-Suffolk-Planning-Enforcement-Policy.pdf \(eastsoffolk.gov.uk\)](#), in terms of the way it priorities cases and the investigation processes it follows.
- 2.4 In determining whether or not there is a breach of planning control and if formal enforcement action should be undertaken, national legislation and regulations are followed.
- 2.5 A breach of planning control occurs when physical works or a change of use constitute 'development' and they are either not Permitted Development, not granted by a planning permission (and in some cases a Listed Building Consent or advertisement consent) and/or are in breach of the requirements of a condition on a planning permission or planning related consent.

3. Proposal

- 3.1 During this quarter (October to December 2023) there were the following number of Planning Enforcements cases received/logged and closed:

<u>Month</u>	<u>Cases received/logged*</u>	<u>Cases closed</u>
October	29	36
November	33	33
December	34	25
Total	96	94

*Please note all new complaints are logged, site visited and then triaged in accord with the appropriate risk assessment.

- 3.2 As shown by the above table, a similar number of cases were received/logged and closed during this period. It should be recognised that these are unlikely to be the same cases opened and closed during the same quarter due to the length of time that is required for

investigations and processes to resolve and/or close planning enforcement cases. However, the fact that the numbers in and out are broadly level is good, as it indicates that there is an equilibrium, indicating that the total number of cases on the books is not increasing significantly. Although the team is aware that there are a significant number of open older cases which they are continuing to work through to clear.

3.3 During the same quarter, the numbers of cases closed for each reason were:

<u>Reason</u>	<u>October</u>	<u>November</u>	<u>December</u>
No Breach	14	10	9
Compliance/use ceased	7	10	8
Planning Permission Granted	11	4	6
Permitted Development	1	2	1
Other Department	0	1	0
Withdrawn	0	0	0
De Minimus	2	6	1
Duplicate	0	0	0

3.4 It is interesting to note from the table above that during all three months the category with the highest number of closures was 'no breach'. This shows that a significant number of the reports made to the Planning Enforcement Team are not actually breaches of planning control. However, it should be noted that the team still has to investigate these cases, which requires significant time from the Enforcement Team, not only in terms of logging and acknowledging the complaint, but also in terms of direct investigation processes including site history checks, visiting the sites and various letters, emails and phone calls with site owners/operators and complainants. Often in such cases it also appears complainants are unwilling to accept that they are not breaches of planning control and/or that the Local Planning Authority therefore cannot take any action, so there is often further calls and emails after the cases are closed, creating significant additional work for officers.

3.5 A significant proportion of the cases were also closed during this quarter once planning permission was granted, which means there was a breach of planning control, but it was resolved by the granting of planning permission.

3.6 During the same quarter, the numbers of cases closed within different timescales were:

<u>Time taken to close cases</u>	<u>Cases Closed in October</u>	<u>Cases Closed in November</u>	<u>Cases Closed in December</u>
<u>1-20 days</u>	8	7	6
<u>21-40 days</u>	2	5	4
<u>41-60 days</u>	6	5	1
<u>61-80 days</u>	3	6	6
<u>81 - 100 Days</u>	2	2	2
<u>101 – 120 Day</u>	4	0	1
<u>121 + Days</u>	11	8	5
<u>Total</u>	36	33	25

3.7 The above figures show that enforcement cases take a variety of time periods to investigate and close, which is to be expected, because every case is different in terms of the issues and complexity.

3.8 During this quarter the following notices were served by the Planning Enforcement Team:

<u>Type of Notice</u>	<u>Address</u>	<u>Breach</u>	<u>Compliance period</u>
Temporary Stop Notice (28 day compliance period)	Part Os 238 North Of Barley Mow Inn, Witnesham	Operational development involving the laying of foundations; the building of blockwork structures; roadworks and laying of pipeworks In advance of the provision of Construction Surface Water mitigation.	WITHDRAWN as a result of a legal agreement to complete the drainage mitigation before any other works recommenced.

3.9 The above Temporary Stop Notice was served because works had been undertaken on site without the construction of the required construction stage surface water drainage utilities, that were required to be completed prior to certain other works taking place. There was significant flooding in the area arising from Storm Babet, and the drainage basin that should have been in place by that point had not been constructed.

4. Financial Implications

4.1 Planning Enforcement Notices can be appealed, and through that process the appellant can apply for costs. If the Local Planning Authority incorrectly serves notices, then costs can be awarded against the authority in favour of the appellant.

4.2 Therefore, careful consideration is given as to whether it is expedient to take formal planning enforcement action through the serving of notices, and those notices are carefully worded to ensure that they are accurate in their content and reasonable in terms of the requirements they place upon those they are served on.

4.3 If Planning Enforcement Notices are not complied with, the Local Planning Authority has to consider legal action to prosecute through the courts. Taking such action obviously has financial implications for the Local Authority. However, these are required in order to have an effective planning enforcement regime.

5. Legal Implications

5.1. There are no specific legal implications arising from the statistics presented in this report. However, it should be recognised that planning enforcement sits with the wider planning regulatory framework and those requirements must be accorded with.

5.2. Breaches of planning control can result in legal implications for the land/building owner and other parties with an interest in the land.

- 5.3. The Local Planning Authority has to follow certain legal processes in the way it investigates, considered and undertakes action against breaches, including not only the process by which it serves notices, but also ensuring that appropriate and sufficient evidence of the breach has been gathered, and that those in breach have been given sufficient opportunity to resolve the breach prior to formal action being taken.

6. Risk Implications

- 6.1. If the Local Planning Authority fails to investigate and take formal action if/when required, unauthorised development can become immune from enforcement action. However, the time periods for immunity in terms of breaches requiring planning permission are currently 4 years or 10 years (depending upon the breach), and therefore this time reduces the risk of such breaches becoming immune.
- 6.2. The team continues to seek to investigate and resolve or take action (if appropriate) on breaches of planning control as swiftly as possible whilst meeting the requirements of national legislation and according with the [East-Suffolk-Planning-Enforcement-Policy.pdf](http://eastsuffolk.gov.uk/East-Suffolk-Planning-Enforcement-Policy.pdf) (eastsuffolk.gov.uk).

7. Options

- 7.1. There aren't any options other than to continue to monitor the quarterly figures, and seek to address any potential issues if or as and when they arise.

8. Recommendations

- 8.1. That the report concerning Enforcement Team statistics is noted.

9. Reasons for Recommendations

- 9.1. That the report concerning Enforcement Team statistics be received

10. Conclusions/Next Steps

- 10.1. Strategic Planning Committee should continue to receive these quarterly monitoring reports.

Areas of consideration comments

Section 151 Officer comments:

There are no financial implications arising from this report.

Monitoring Officer comments:

No additional comments.

Equality, Diversity and Inclusion/EQIA:

There are no specific implications arising in terms of this matter from the statistics included within this report.

Safeguarding:

There are no specific implications arising in terms of this matter from the statistics included within this report.

Crime and Disorder:

The majority of breaches of planning control are not criminal offences. However, some breaches such as unauthorised works to Listed Buildings and displaying an advertisement in contravention of the Advertisement Regulations are both a criminal offence. However, it still has to be expedient and in the public interest in order for such matters to be pursued by the Local Planning Authority.

Corporate Services implications:

(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)

Legal Services support the Planning Enforcement Team and are required in order to assist with and/or undertake elements of formal Planning Enforcement processes including reviewing enforcement notices and the process of prosecution through the courts.

Residents and Businesses consultation/consideration:

Not Applicable to the statistics presented in this report.

Appendices:

None

Background reference papers:

Date	Type	Available From
March 2019	East Suffolk Council Local Planning Enforcement Plan	East-Suffolk-Planning-Enforcement-Policy.pdf (eastsoffolk.gov.uk)

Committee	Strategic Planning Committee
Date	08/04/2024
Subject	Appeal Performance Report - 8 December 2023 to 10 March 2024
Cabinet Member	Councillor Kay Yule Cabinet Member with responsibility for Planning and Coastal Management
Report Author(s)	Katherine Scott Principal Planner (Development Management, Technical Lead) katherine.scott@eastsoffolk.gov.uk
Head of Service	Philip Ridley Head of Planning and Coastal Management philip.ridley@eastsoffolk.gov.uk
Director	Nick Khan Strategic Director nick.khan@eastsoffolk.gov.uk

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
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Purpose/Summary

This report and attached appendix contain statistics and summaries of planning related appeal decisions received, as a means to monitor the quality of decisions made by the Local Planning Authority and identify any key learning points to improve future decision making.

Recommendation(s)

That Strategic Planning Committee note the report concerning the appeal performance of the team and the attached appendix containing summaries of appeal decisions.

Strategic plan

How does this proposal support Our Direction 2028?

Environmental Impact	The statistics presented in this report are not directly applicable to the this. However, it is recognised that the planning application and appeal process has to consider the material planning impacts upon the environment.
Sustainable Housing	The statistics presented in this report are not directly applicable to the this. However, it is recognised that the planning application and appeal process and the planning policies which are used to determine such applications seeks to ensure the provision of sustainable housing.
Tackling Inequalities	The statistics presented in this report are not directly applicable to the this. However, it is recognised that the planning application and appeal process and the planning policies which are used to determine such applications, seek to support communities, and the provision of facilities which can be beneficial including community buildings, open space and facilities for physical and mental health wellbeing.
Thriving Economy	The statistics presented in this report are not directly applicable to the this. However, it is recognised that the planning application and appeal process and the planning policies which are used to determine such applications, seek to support appropriate economic development within the district.
Our Foundations / governance of the organisation	The Planning Service and the determination of planning and planning related applications is a statutory function of the Council. It also provides a vital mechanism through which improvements to the district can be secured for the benefit of residents, businesses and visitors.

Justification for recommendations

1. Background

- 1.1. This report provides an update on the planning performance of the Development Management Team in terms of the quality and quantity of appeal decisions received from the Planning Inspectorate.
- 1.2. The applicant has a right to appeal to the Planning Inspectorate when East Suffolk Council as Local Planning Authority refuses a planning application or planning related application (e.g. listed building consent), when they do not agree with a condition(s) imposed on a consent, or when an enforcement notice is served on them.

2. Introduction

- 2.1. The report is presented to Members as rolling reporting mechanism on how the Council is performing on the quality of decisions by reporting on appeal decisions received from the Planning Inspectorate.
- 2.2. A total of 16 planning related appeal decisions, have been received from the Planning Inspectorate since the 8 December 2023 following a refusal of planning permission or the serving of an Enforcement Notice by East Suffolk Council.
- 2.3. A summary of all the appeal decisions received is appended to this report (Appendix A).
- 2.4. The Planning Inspectorate monitor appeal success rates at Local Authorities and therefore it is important to ensure that the Council is robust on appeals, rigorously defending reasons for refusal. Appeal decisions also provide a clear benchmark for how policy is to be interpreted and applications considered.
- 2.5. Very few planning refusals are appealed (approximately 20%) and nationally on average there is a 42% appellant success rate for major applications, 27% success rate for minor applications and 39% success rate for householder applications.
- 2.6. Of the 12 Planning Appeals (i.e. those against refusal of planning permission), ten of the decisions were dismissed (83.3%) and two of the decisions were allowed (16.7%) by the Planning Inspectorate.
- 2.7. All of the cases on which appeal decisions were received during this reporting period, related to planning applications or planning related applications that were determined at officer level in accordance with the scheme of delegation.
- 2.8. There were no appeals against conditions on Planning Permissions, or appeals against the refusal of applications seeking to remove or vary conditions.
- 2.9. There were two appeals against the refusal of applications seeking Prior Notification Approval, and both of these were dismissed. One related to a change of use under Part 3

of the General Permitted Development Order, which sought to convert an agricultural building to a dwelling. The other Prior Notification decision related to a proposal to erect a new agricultural building under Part 6 of the General Permitted Development Order.

- 2.10. In terms appeals against applications for Advertisement Consent, there was one case, which was allowed. It related to erection of a totem sign at a service station.
- 2.11. During this period there were no appeals against refusals of applications for Listed Building Consent, or Certificate of Lawfulness, or Enforcement Notices, or Community Infrastructure Levy (CIL) decisions.
- 2.12. This reporting period included an appeal against a High Hedge Notice. This was allowed in part and varied. The Inspector concluded that the notice was not flawed to any significant degree, but amended the height to which the hedge main stems had to be cut and the future maximum height. As explained in the summary of that case within Appendix A, the hedge had been significantly reduced in height between ESC serving the notice and the Inspector visiting the site.
- 2.13. As part of the appeal process, applicants can seek an award of costs against the council. There were no such applications for costs during this recording period.
- 2.14. In terms of the key outcomes of the reported appeals, the matters of particular note are:
 - Many of the Planning Application appeals were dismissed on matters relating to visual amenity and impact upon the character of the area. The nature of the developments was varied but the Inspectors agreed in those cases that they would have negatively harmful visual impacts of sufficient degree as to sustain a refusal. However, it should be noted that this isn't a blanket reason to refuse a scheme, as there are also decisions that were allowed on the basis that the harm wasn't sufficient.
 - The appeal decision relation to the Prior Notification application for the conversion of the agricultural building to a dwelling in Kelsale, confirms the approach officers have been taking in terms of the extensive nature of the works (i.e. replacement of the roof and most of the walls constituting in effect a rebuild rather than a conversion of a building).
 - The High Hedge Notice decision also shows what can happen if the owners of hedges reduce their height/cut the top off in the period between when the notice is served and their appeal is determined.

3. Proposal

- 3.1. The outcomes of appeals should continue to be monitored on a quarterly basis.

4. Financial Implications

- 4.1. There are no direct financial implications arising from the appeal statistics and outcomes included within this report. The only financial implications that would arise from planning appeal decisions would be the potential award of costs, and/or any costs of pursuing compliance with any enforcement notices that are upheld (i.e. the appeal's dismissed).

5. Legal Implications

- 5.1. There are no direct legal implications arising from the appeal statistics and outcomes included within this report.

6. Risk Implications

- 6.1. There are no direct risk implications arising from the appeal statistics and outcomes included within this report. The only risk implications that could arise from planning appeals relate to the financial matters outlined above, and the potential for consents to be granted contrary to the view of the Local Planning Authority, and when some schemes are permitted on appeal it can be more difficult to secure benefits and controlling mechanisms that may have been granted were the scheme to have been granted at a local level.

7. Options

- 7.1. None. The appeal decisions should continue to be monitored and reported through these quarterly reports.

8. Recommendations

- 8.1. That the report concerning the appeal performance of the team and the attached appendix containing summaries of appeal decisions be noted.

9. Reasons for Recommendations

- 9.1. These figures enable the Local Planning Authority's performance to be monitored, and the presentation of the key points of appeal decision, enable the identification of key learning points, enabling improvement of decision making.

10. Conclusions/Next Steps

- 10.1. Strategic Planning Committee should continue to receive these quarterly monitoring reports.

Areas of consideration comments

Section 151 Officer comments:

There are no financial implications arising from this report.

Monitoring Officer comments:

No additional comments.

Equality, Diversity and Inclusion/EQIA:

There are no specific implications arising in terms of this matter from the statistics included within this report.

Safeguarding:

There are no specific implications arising in terms of this matter from the statistics included within this report.

Crime and Disorder:

There are no specific implications arising in terms of this matter from the statistics included within this report.

Corporate Services implications:

(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)

The Legal Services team are involved in the drafting of notices and determination of Certificate of Lawfulness applications, both of which can be the subject of appeal. The team are also involved when other forms of planning appeal follow the Inquiry process route.

Residents and Businesses consultation/consideration:

Residents and businesses adjoining application sites for planning applications, are consulted on those applications. Those who have commented on such applications are also notified when an appeal is received.

Appendices:

Appendix A	Summary of Appeal Decisions received during this reporting period.
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Background reference papers:

None

Appendix A

The following appeal decisions have been received. The full reports are available on the Council's website using the unique application reference.

The appeal decisions summarised in this appendix are categorised and set out in the following sections (click on a bullet point to jump to that section):

1. [Appeals against Refusal of applications for Planning Permission for 'Major' developments](#)
2. [Appeals against Refusal of applications for Planning Permission for 'Minor' developments](#)
3. [Appeals against Refusal of applications for Planning Permission for 'Other' developments](#)
4. [Appeals against conditions on a Planning Permissions](#)
5. [Appeals against the refusal of Variation or Removal of Conditions](#)
6. [Appeals relating to Prior Notification Applications under Part 1 of the Town and Country Planning General Permitted Development Order 2015 \(as amended\) \(i.e. Householder rear or upwards extensions\)](#)
7. [Appeals relating to Prior Notification Applications under Part 3 of the Town and Country Planning General Permitted Development Order 2015 \(as amended\) \(i.e. changes of use with and without physical works\)](#)
8. [Appeals relating to Prior Notification Applications under Part 6 of the Town and Country Planning General Permitted Development Order 2015 \(as amended\) \(i.e. agricultural works\)](#)
9. [Appeals relating to applications for Advertisement Consent](#)
10. [Appeals relating to applications for Listed Building Consent](#)
11. [Applications relating to Enforcement Notices](#)

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12. [Appeals against High Hedge Notices](#)
13. [Appeals against Community Infrastructure Levy \(CIL\) Decisions](#)
14. [Applications for the award of costs](#)

Within each section the appeal decisions are listed in date order based upon the date of the appeal decision issued by the Planning Inspectorate.

[Appeals against Refusal of applications for Planning Permission for 'Major' development](#)

This section relates to appeals against the refusal of Planning permission for 'Major' developments, that is applications for 10 or more dwellings, more than 1,000sqm of floorspace or site area greater than 1ha.

There were no appeals of this type during this reporting period.

[Appeals against Refusal of applications for Planning Permission for 'Minor' development](#)

This section relates to appeals against the refusal of Planning Permission for 'Minor' developments, that is applications for up to 9 dwellings, up to 1,000sqm of floorspace, site area less than 1ha.

Application number	DC/23/0767/FUL
Appeal number	APP/X3540/W/23/33321317
Site	Apartment 4, St Georges House, The Esplanade, Lowestoft, Suffolk, NR33 0QG
Description of development	Retrospective Application - Change from French doors to Bi-fold doors.
Committee / delegated	Delegated
ESC Decision Date	25 April 2023
Appeal valid date	01 August 2023
Appeal start date	17 October 2023
Appeal decision date	11 December 2023
Appeal decision	Dismissed
Appeal Procedure	Written Representation
Main issues	The impact of the retrospective development upon the character and appearance of the South Lowestoft Conservation Area.
Summary of decision:	The widening of this window and the introduction of contemporary bi-fold doors has disrupted the balanced proportions to the openings on this elevation and eroded some of its original architectural character and were not deemed to be particularly high standard of design. The development therefore conflicts with Policy WLP 8.39. Additionally, the CA Appraisal identifies that the building as a non-designated heritage asset, and the development fails to conserve or enhance its character and appearance as such conflicting with Policy WLP 8.37.
Learning point / actions:	Poor development in Conservation Areas should be refused.

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Application number	DC/22/3201/OUT
Appeal number	APP/X3540/W/23/3315931
Site	Oak Tree Farm, Newbourne Road, Martlesham, IP12 4PR
Description of development	Replacement of three existing outbuildings with a single bungalow style dwelling (C3) of a smaller footprint
Committee / delegated	Delegated
ESC Decision Date	4 October 2022
Appeal valid date	28 March 2023
Appeal start date	19 May 2023
Appeal decision date	21 December 2023
Appeal decision	Dismissed
Appeal Procedure	Written Representation
<p>Main issues</p> <ul style="list-style-type: none"> - Whether the location of the site would be a suitable location for a dwelling with regard to the spatial strategy of the Local Plan - Whether there would be suitable access to local services and facilities - Effect of the proposal on highway safety, specifically with regard to the access 	
<p>Summary of decision:</p> <ul style="list-style-type: none"> - Although close to the Settlement Boundary, the location of the proposed dwelling would not result in urban creep and not accord with the spatial strategy of the Local Plan, nor the Neighbourhood Plan - The proposed dwelling would have limited access to services and facilities by sustainable means thereby conflicting with the aims of the Local Plan seeking to locate development close to services and facilities and also the sustainable transport objectives within the NPPF - Insufficient evidence has been provided to demonstrate there would be safe and suitable access for all, contrary to the Local Plan and NPPF 	
<p>Learning point / actions:</p> <p>Just because development might be near to a larger settlement (in this case Brightwell Lakes), it does not mean that it is suitable for development.</p> <p>The Inspector noted harm caused by ‘urban creep’.</p> <p>Suggestion by the appellant that a conversion may be possible was given neutral weight given conversion applications are considered differently</p>	

Application number	DC/22/3881/OUT
Appeal number	APP/W3540/W/23/3314696
Site	Grange Nurseries, Jackson Road, Newbourne, IP12 4NR
Description of development	A dwelling (all matters reserved)
Committee / delegated	Delegated
ESC Decision Date	24 November 2022
Appeal valid date	28 February 2023
Appeal start date	9 May 2023
Appeal decision date	4 January 2024
Appeal decision	Dismissed
Appeal Procedure	Written Representations
Main issues	
Whether the location of development would be suitable with particular regard to its impact on the character and appearance of the former Land Settlement Associations Holding (LSAH).	
Summary of decision:	
<ul style="list-style-type: none"> - Development would not be in a suitable location and would result in harm to the character and appearance of the former LSAH conflicting with the spatial strategy for development and seek to protect the former LSAH. There would also be conflict with SCLP11.1 which requires development shows understanding of key features of local character. 	
Learning point / actions:	
<ul style="list-style-type: none"> - Site noted as being within Countryside and within a cluster however conflict with SCLP5.4(d) and SCLP11.9(e) and (f) noted in relation to impact on local character 	

Application number	DC/22/2547/OUT
Appeal number	APP/X3540/W/23/3318779
Site	29 High Road East, Felixstowe, IP11 9JS
Description of development	Outline Application (All Matters Reserved) - Demolition of two flats, construction of two houses and two bungalows, new access with existing access stopped up.
Committee / delegated	Delegated
ESC Decision Date	22 December 2022
Appeal valid date	27 May 2023
Appeal start date	15 June 2023
Appeal decision date	08 January 2024
Appeal decision	Dismissed
Appeal Procedure	Written Representations
<p>Main issues</p> <p>The main issues are the effect of the proposed development on:</p> <ul style="list-style-type: none"> • the character and appearance of the area; • the living conditions of neighbouring occupiers with particular regard to noise; • the living conditions of future occupiers with regard to privacy; and bats. 	
<p>Summary of decision:</p> <p>The proposal would result in significant adverse harm to the character and appearance of the area. As such, it would fail to comply with Policies SCLP5.7; SCLP10.4; and SCLP11.1 of the Local Plan insofar as they seek to ensure high quality design that is informed by local landscape character and that development in back gardens should not harm the character of the area.</p> <p>Although the application is outline in nature with all matters reserved, submitted plans show a shared vehicle access along the boundary with No. 31 High Road East and an associated parking area. While the location of the access and parking area would be a reserved matter, due to the nature and shape of the site it remains that this noise would likely occur in close proximity to boundaries with either No. 27 or No. 31 High Road East. In any event, even if set back from these boundaries it would be of a level over and above that to be expected on a site of this size within the area. It would result in undue disturbance arising from sources such as increased vehicular movements, engines starting and running, and car doors closing and slamming that would be readily experienced by immediate neighbours, impacting their living conditions. The proposal would result in significant adverse harm to the living conditions of neighbouring occupiers with regard to noise and disturbance. As such, it</p>	

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would fail to comply with Policies SCLP5.7 and SCLP11.2 of the Local Plan insofar as they seek to ensure that development does not harm the residential amenity of existing occupiers with regard to noise.

Learning point / actions:

The Inspector agreed with the points raised by officers within the delegated decision, in that the proposal would result in backland development which is out of context with the surrounding character of development and that the development would also result in an unacceptable impact to residential amenity as a result.

Application number	DC/22/1763/FUL
Appeal number	APP/X3540/W/23/3317919
Site	Ivy Meadow, The Street, Bredfield, IP13 6BA
Description of development	Construction of 5no. residential dwellings associated parking and vehicle access at Ivy Meadow.
Committee / delegated	Delegated
ESC Decision Date	09 September 2022
Appeal valid date	02 May 2023
Appeal start date	16 June 2023
Appeal decision date	16 January 2024
Appeal decision	Allowed with conditions
Appeal Procedure	Written Representations
Main issues	
<p>i) the effect of the proposed development upon character and appearance of the area;</p> <p>ii) the effect of the proposed development upon the setting of the Grade II listed building, Tudor Cottage; and</p> <p>iii) the effects on the integrity of the Suffolk Coast RAMS Zone of Influence of the Sandlings SPA; Deben Estuary SPA and Ramsar site and Alde-Ore Estuary SPA and Ramsar site.</p>	
Summary of decision:	
<p>The proposed development would not have a harmful effect upon character and appearance of the area as it seeks to provide a good standard of design which respects and relates to the character and context of the area; as required by SCLP11.1.</p> <p>The harm to the significance of the heritage asset (Tudor Cottage) would be less than substantial. In this respect, the Inspector gave considerable importance and weight to the desirability to preserve the heritage asset and its setting. Five dwellings would make a modest contribution to the Council's housing land supply and add variety to house types, on a site allocated for development in the NP. There would be social and economic benefits associated with the proposal relating to construction employment and spend within the local economy once the dwellings are occupied. Across the site frontage the proposal would include a footway link to the village. This would provide an alternative to walking on the road between a few houses and the village, and therefore would provide a safer route for pedestrians. The Inspector therefore found that the public benefits outweighed the level of harm identified and accords with LP policies SCLP11.1, SCLP3.2 and SCLP11.3.</p>	

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The RAMS payment had been secured upfront and as such the Inspector concluded that the integrity of the Suffolk Coast RAMS Zone of Influence of the Sandlings SPA; Deben Estuary SPA and Ramsar site and Alde-Ore Estuary SPA and Ramsar site would not be harmed by the development

Learning point / actions:

In this instance, the public benefits of the proposal outweighed the harm identified to a designated heritage asset; even where some of the benefits identified were not secured by means of planning condition as part of the appeal.

Application number	DC/22/3184/FUL
Appeal number	APP/X3540/W/23/3324086
Site	29 Lower Olland Street, Bungay, Suffolk, NR35 1BY
Description of development	Conversion of commercial building to 2no. residential properties
Committee / delegated	Delegated
ESC Decision Date	19 December 2022
Appeal valid date	14 June 2023
Appeal start date	3 October 2023
Appeal decision date	08 February 2024
Appeal decision	Appeal dismissed
Appeal Procedure	Written representations
<p>Main issues</p> <ul style="list-style-type: none"> • Whether the proposal would preserve or enhance the character or appearance of the Bungay Conservation Area (CA) and its effect on the significance of the non-designated heritage asset; • The effect of the proposed development on biodiversity, with regard to protected species (Bats); and • Whether the proposal would provide adequate waste and recycling storage facilities. 	
<p>Summary of decision:</p> <p>The Inspector concluded:</p> <ul style="list-style-type: none"> • The site is on one of the main approaches into the Town Centre and the former fire station retains much of its original form, with few alterations. The building is distinct in the locality and derives its significance from its stylish design and former use as a fire station serving the local area. Development at the site would have a high visual impact given the visual prominence of the site. Such unsympathetic works to convert the building would cause unacceptable harm to the Bungay Conservation Area. Such harm would be less than substantial, but the harm is to be weighed against the public benefits of reusing an existing building and the small contribution of housing supply of two dwellings. The Inspector was not persuaded that the scheme represents the only way of securing the building's future, and that the associated public benefits are limited in scale, and would not outweigh the harm to the CA and the NDHA. The scheme would fail to preserve or enhance the character and appearance of the Bungay Conservation Area and would unacceptably harm the significance of the Non-Designated Heritage Asset, contrary to policies WLP8.29, WLP8.38 and WLP8.39, and policy CH1 of the Bungay Neighbourhood Plan, and the National Planning Policy Framework (paragraph 209). 	

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- A Preliminary Ecological Appraisal (PEA) was commissioned by the appellant in June 2023 following the formal decision notice by the LPA. The survey found suitable roosting features within the building, albeit the building was assessed as having low value to roosting bats – a protected species under the Wildlife and Countryside Act (Act) and as a European Protected species under the Conservation of Habitats and Species Regulations (2017). The appellant provided no evidence to demonstrate emergence or re-entry surveys for bats, to demonstrate the absence or otherwise of bats or that their presence can be mitigated. It was not satisfactorily demonstrated that the development would have no harm on biodiversity, contrary to policy WLP8.34 and the National Planning Policy Framework (paragraph 186 (a)).
- External space at the appeal site is limited, due the adjacent footway to the front/side and by a narrow rear passageway adjoining the neighbouring property at Grace Cottage. No details were submitted for the location of waste/recycling storage. Given the constraints of the site, including its location in the CA, it could not be certain that adequate waste/recycling storage within a suitable position could be provided. The development therefore conflicts with policy WLP8.29.

Learning point / actions:

- Public benefits of re-using the building for 2 dwellings, and small contribution to housing supply, did not outweigh the harm to the Conservation Area and the Non-designated Heritage Asset;
- Lack of evidence in the form of follow-up ecology surveys to assess the potential impacts on European Protected Species;
- Site constraints restricted adequate space for refuse/recycling storage, and such details could not be secured by condition.

Application number	DC/22/4737/FUL
Appeal number	APP/X3540/W/23/3323835
Site	840 Foxhall Road, Ipswich
Description of development	Single storey dwelling utilising existing garage and vehicular entrance.
Committee / delegated	Delegated
ESC Decision Date	21 April 2023
Appeal valid date	22 September 2023
Appeal start date	27 September 2023
Appeal decision date	6 March 2024
Appeal decision	Dismissed
Appeal Procedure	Written reps
Main issues	
<p>The main issues are the effect of the proposal on a) the character and appearance of the area, and b) the living conditions of occupiers at 2A Brookhill Way, with particular regard to outlook.</p>	
Summary of decision:	
<p>The dwelling would occupy a noticeably set back position with no road frontage. It would therefore fail to reflect the surrounding context and the prevalent pattern of development in that it would result in undesirable and inappropriate back-land development in an area where properties predominantly have strong road frontages.</p> <p>It's incongruous and inappropriate siting, along with the introduction of a significant mass which fills much of the width of the resultant plot and would be within close proximity to a tight-knit cluster of adjacent built form, would cause the proposal to appear cramped and contrived. It would detract from the large rear gardens of properties on Foxhall Way and thus fail to complement or respond positively towards the spacious characteristics of this part of the area.</p> <p>The proposal would harm the character and appearance of the area and would conflict with policies SCLP5.7, SCLP10.4 and SCLP11.1 of the East Suffolk Council, Suffolk Coastal Local Plan (September 2020) (the SCLP) and Policy RSA 9 of the Rushmere St Andrew Neighbourhood Plan 2018-2036 (made June 2023).</p>	

The proposal would also harm the living conditions of occupiers at No 2A by reason of being overbearing to their outlook. It therefore conflicts with policies SCLP5.7 and SCLP11.2 of the SCLP which, along with paragraph 135 of the Framework, seek to ensure that developments do not result in an unacceptable loss of amenity for existing occupants.

Learning point / actions:

The assertion that the proposal would create a single storey home to allow the appellants to live together in future years without the need for external care gave the inspector cause to review the Public Sector Equality Duty contained in section 149 of the Equality Act 2010; which sets out the need to eliminate unlawful discrimination, harassment and victimisation, and to advance equality of opportunity and foster good relations between people who share a protected characteristic and people who do not share it. Protected characteristics include a person's age.

Nevertheless, it was found that the space to the side and rear of 840 Foxhall Road is of a substantial size and the inspector was therefore unconvinced that the host property could not be appropriately adapted to achieve the aim of providing single level accommodation. A refusal of planning permission was therefore found a proportionate and necessary response to the legitimate aim of ensuring that the character and appearance of the area and the living conditions of neighbouring occupiers can be reasonably safeguarded.

[Appeals against Refusal of applications for Planning Permission for 'Other' developments](#)

This section relates to appeals against the refusal of Planning Permission for 'Other' developments, that is applications for changes of use with no physical works and/or householder applications.

Application number	DC/23/3368/FUL
Appeal number	APP/X3540/D/23/3332478
Site	21 Blinco Road, Lowestoft, Suffolk NR32 3PB
Description of development	First floor extension above garage and utility and conversion of existing garage.
Committee / delegated	Delegated
ESC Decision Date	25 October 2023
Appeal valid date	23 January 2023
Appeal start date	10 November 2023
Appeal decision date	29 November 2023
Appeal decision	Dismissed
Appeal Procedure	Fast track Householder written reps
Main issues	The effect on the character and appearance of the area
Summary of decision:	The dwellings are in the main quite evenly and closely spaced. This proposal would bring adjacent houses at Nos. 21 and 23 much closer together than is generally the case along this street. The scheme would erode the presently quite consistent degree of built separation along this residential street, which currently preserves a degree of openness that contributes positively to its present character, failing to respond to local context in respect of the spatial relationship between buildings prevailing in the wider street scene.
Learning point / actions:	Recognises the importance of spatial relationship, as expected by compliance with Policy WLP8.29

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Application number	DC/22/4469/FUL
Appeal number	APP/X3540/D/23/3322190
Site	8a Hartington Road, Aldeburgh, IP15 5HD
Description of development	First floor rear extension
Committee / delegated	Delegated
ESC Decision Date	24 February 2023
Appeal valid date	17 May 2023
Appeal start date	7 June 2023
Appeal decision date	14 December 2023
Appeal decision	Dismissed
Appeal Procedure	Householder Fast-track appeal
<p>Main issues Impact on the character and appearance of the area and the impact on living conditions of neighbours to the west, particularly in respect of outlook and privacy</p>	
<p>Summary of decision: While the proposed design was considered acceptable given its modern, lightweight appearance as a contemporary addition to the dwelling, the scale and proximity of the proposed extension with windows facing towards the neighbouring property to the west was considered to result in a feeling of being overlooked, loss of privacy and loss of outlook from the garden space.</p>	
<p>Learning point / actions: Feeling of being overlooked noted by the Inspector as a concern (as well actual loss of privacy). Inspector noted affected neighbouring residents had not objected however impacts would reduce quality of living conditions.</p>	

Application number	DC/22/3931/FUL
Appeal number	APP/X3540/D/23/3316077
Site	Journeys End, Marsh Lane, Felixstowe IP11 9RR
Description of development	Retrospective Application for a previously built ancillary annex adjoined to applicants workshop.
Committee / delegated	Delegated
ESC Decision Date	06 December 2022
Appeal valid date	13 March 2023
Appeal start date	12 April 2023
Appeal decision date	18 December 2023
Appeal decision	Allowed with Conditions
Appeal Procedure	Fast Track Appeal
Main issues	
<p>The main issue is whether the development constitutes an ancillary residential annexe or whether it would be tantamount to a separate independent dwelling.</p> <p>The annexe is in separate ownership from the host dwelling.</p>	
Summary of decision:	
<p>The Inspector concluded that the development constitutes an ancillary residential annexe and is not a separate independent dwelling. The Inspector has stated that although land ownership is a factor, it is not in itself conclusive that it is occupied or used separately, rather, it is a matter of fact and degree.</p> <p>The Inspector has concluded that the dwelling and garden, including the annex, form a single planning unit; whilst severed by ownership, the annex is not severed as a planning unit. The Inspector has also noted that same ownership is not a requirement of Policy SCLP5.13.</p>	
Learning point / actions:	
<p>Annex buildings do not necessarily need to be within the same ownership as the dwellinghouse. Although land ownership is a factor, whether an annex is occupied or used separately is a matter of fact and degree.</p>	

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Application number	DC/22/4249/FUL
Appeal number	APP/X3540/W/23/3317733
Site	White House Farm, Stoney Road, Grundisburgh, Woodbridge, Suffolk, IP13 6RR
Description of development	Change of use of land to site storage container and two Portakabins for dress hire business and storage of musical equipment with associated office (Class E & B8)
Committee / delegated	Delegated
ESC Decision Date	26 October 2022
Appeal valid date	24 May 2023
Appeal start date	15 August 2023
Appeal decision date	4 January 2024
Appeal decision	Allowed
Appeal Procedure	Written Representation
Main issues	
<p>The main issue is whether this is an appropriate location for the proposed development, having regard to Local Plan policies.</p>	
Summary of decision:	
<p>The Inspector considered that the proposal accorded with SCLP4.5 in that it would make provision for two existing local businesses and the continued employment of the appellant in accordance with this policy. Furthermore the Inspector found the proposal in accordance with SCLP4.7 as the rental income from the proposed businesses would help to provide a dependable and consistent income to the farm operator, it would contribute to the viability of the farm as a whole and its continued operation. The Inspector put weight on the type of business including the personalised storage containers which the applicant uses for their business, there was considered a need for a site to be able to accommodate these containers in order for the business to function. In terms of the sequential test the Inspector accepted the evidence which was written letters to the landlords and a map showing the availability of other storage sites. The cost of other sites was also taken into account.</p> <p>The Inspector considered that the appeal site is over 50m from White House Farmhouse is a grade II listed building, with outbuildings located between the site and the listed building. Given the distance and position of the proposed development in relation to the designated heritage asset and the presence of farmyard buildings between them, the proposal would preserve the setting of the farmhouse and its significance would not be harmed.</p>	

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When considering conditions the Inspector notes In terms of the Council's suggested condition restricting the use of the premises to the businesses operated by the appellant, the decision to grant planning permission does not reflect any personal circumstances of the appellant. Therefore, such a condition would not be necessary or reasonable.

Learning point / actions:

The Inspector considered the attributes of the business in terms of its portacabin and cost implicants which were significant in the sequential test when looking at other sites.

Application number	DC/23/2141/FUL
Appeal number	APP/X3540/D/23/3328343
Site	Linden Cottage, 3 Lamberts Lane, Rushmere St Andrew, Ipswich IP5 1DR
Description of development	Demolition of single storey attached outbuildings to east (Lamberts Lane) and construction of part first floor (over existing single storey) and part 2 storey extensions to rear (West) and side (North) of existing building, together with associated internal and external alterations. Works to include external works, improvements to existing driveway/hardstanding and new surface water soakaway.
Committee / delegated	Delegated.
ESC Decision Date	08 August 2023
Appeal valid date	10 September 2023
Appeal start date	14 November 2023
Appeal decision date	19 January 2024
Appeal decision	Dismissed
Appeal Procedure	Fast Track
Main issues	
The main issue is the effect of the proposed north side extension on the character and appearance of the host dwelling and surrounding area.	
Summary of decision:	
The Inspector concluded that the proposed north side extension would have a harmful effect on the character and appearance of the host dwelling and surrounding area, contrary to Policy SCLP11.1 of the Suffolk Coastal Local Plan (adopted September 2020), which, amongst other things, requires the design of development to demonstrate a clear understanding of the character of the built environment and use this understanding to complement local character and distinctiveness, and respond to local context and form of buildings.	
Learning point / actions:	
The inspector placed emphasis on the requirement for extensions and alterations to respect the character and design of the original building.	

[Appeals against conditions included on a Planning Permissions](#)

There were no appeals of this type during this reporting period.

[Appeals against the refusal of Variation or Removal of Conditions](#)

There were no appeals of this type during this reporting period.

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Appeals relating to Prior Notification Applications under Part 1 of the Town and Country Planning General Permitted Development Order 2015 (as amended) (i.e. Householder rear or upwards extensions)

There were no appeals of this type during this reporting period.

[Appeals relating to Prior Notification Applications under Part 3 of the Town and Country Planning General Permitted Development Order 2015 \(as amended\) \(i.e. changes of use with and without physical works\)](#)

Application number	DC/22/2336/P3Q
Appeal number	APP/X3540/W/23/3314883
Site	Agricultural Building opposite Johnsons Farm, Kelsale
Description of development	Prior Notification – conversion of agricultural barn to residential
Committee / delegated	Delegated
ESC Decision Date	4 August 2022
Appeal valid date	29 March 2023
Appeal start date	15 June 2023
Appeal decision date	19 January 2024
Appeal decision	Dismissed
Appeal Procedure	Written Representations
<p>Main issues</p> <ul style="list-style-type: none"> - Whether the proposal is permitted development - Whether prior approval should be given in respect of highways and transport - Whether prior approval should be given in respect of contamination - Effect on ecology 	
<p>Summary of decision:</p> <p>Works required for conversion would be extensive including replacement roof and most of the walls. Insufficient evidence was submitted to demonstrate that the proposed works would fall within the scope of Class Q.</p> <p>Other matters were not considered as proposal was not deemed to be permitted development</p>	
<p>Learning point / actions:</p> <p>Inspector sets out that the onus is on the developer to demonstrate compliance with Class Q.</p> <p>A structurally sound building is not alone sufficient to demonstrate compliance with Q.1.</p>	

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[Appeals relating to Prior Notification Applications under Part 6 of the Town and Country Planning General Permitted Development Order 2015 \(as amended\) \(i.e. agricultural works\)](#)

Application number	DC/23/1662/AGO
Appeal number	APP/X3540/W/23/3323933
Site	Holly Tree Farmhouse, Bell Green, Cratfield, Halesworth, Suffolk, IP19 0DN
Description of development	Prior Notification (Agricultural) - Agricultural Storage Building
Committee / delegated	Delegated
ESC Decision Date	23 May 2023
Appeal valid date	27 September 2023
Appeal start date	03 October 2023
Appeal decision date	23 February 2024
Appeal decision	Dismissed
Appeal Procedure	Written representations
Main issues	
<p>The main issue in this case is whether the proposed development would be granted planning permission under Part 6 Class A of the GPDO due to the size of the agricultural unit which is required to be larger than 5 hectares in size. The application was refused on the basis of the agricultural unit falling below 5 hectares in size.</p>	
Summary of decision:	
<p>The measured survey of the agricultural unit was submitted as 5.19 hectares. The inspector agreed with the Council that an area of land measuring 0.6 hectares included within the area of the agricultural unit was not in use for agriculture nor were the buildings within that area occupied for the purpose of farming the land. Therefore, that part of the site does not fall within the GPDO definition of agricultural land and do not form part of the agricultural unit.</p> <p>Therefore, the agricultural unit is less than 5 hectares, and the proposed development is not permitted by Part 6 Class A of the GPDO.</p>	
Learning point / actions:	
None of note.	

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[Appeals relating to applications for Advertisement Consent \(i.e. signs/advertisements requiring consent under the Advertisement Regulations 2007 \(as amended\)\)](#)

Application number	DC/23/1171/ADI
Appeal number	APP/X3540/Z/23/3328633
Site	Shell Garage, 199 Normanston Drive, Lowestoft, Suffolk, NR32 2PY
Description of development	Illuminated Advertisement Consent - 5m EV totem pole sign
Committee / delegated	Delegated
ESC Decision Date	02 August 2023
Appeal valid date	04 October 2023
Appeal start date	07 November 2023
Appeal decision date	11 December 2023
Appeal decision	Allowed
Appeal Procedure	Written Representation
Main issues	The effect of the advertisement on the visual amenity of the area.
Summary of decision:	The inspector did not consider the proposed and existing totem signs amount to a harmful proliferation. Nor did they agree there would be any serious adverse impacts to the amenity of the area when the signage is viewed in the context of the buildings, pumps, canopy and other paraphernalia entirely typical of a filling station.
Learning point / actions:	None of note

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[Appeals relating to applications for Listed Building Consent](#)

There were no appeals of this type during this reporting period.

[Applications relating to Certificates of Lawfulness](#)

There were no appeals of this type during this reporting period.

[Applications relating to Enforcement Notices](#)

There were no appeals of this type during this reporting period.

[Appeals against High Hedge Notices](#)

Case Number	ENF/22/0229/OTHER
Appeal number	APP/HH/2113
Site	43 Pier Avenue, Southwold, Suffolk, IP18 6BU
Description of development	Appeal against High Hedge Remedial Notice
Committee / delegated	Delegated
Date of High Hedge Notice	31 October 2022
Appeal valid date	26 August 2023
Appeal start date	26 August 2023
Appeal decision date	06 February 2024
Appeal decision	Allowed in part and varied
Appeal Procedure	Written Representations
Main issues	
Appeal against Councils High Hedge Remedial Notice	
Summary of decision	
<p>At the time of the Inspectors site visit, the hedgerow had been significantly reduced from the height at the time when ESC had served the notice. It was around 11m in height at the time when the notice was served, and around 4.5-5m in height at the time of the Inspectors visit.</p> <p>The Inspector agreed that as the height was measured at around 11m and the Action Hedge Height (AHH) was calculated at 5.5m, it was reasonable for the Council to conclude that the hedge was having an adverse effect on the enjoyment of No 45.</p> <p>The appellant sought to argue that ESC was in error in treating French doors with glazed panels on each site as the same window. However, the Inspector saw no error with this approach, explaining that glazing bars, mullions and door posts are not generally considered sufficient separation to lead to adjacent panes of glass being considered as separate windows.</p>	

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The Inspector noted that the hedgerow had already been significantly reduced in height following the serving of the notice, and although there were some shoots from the cut stem and branches, they considered that further reductions in canopy height could be detrimental to the hedge's future health as it would further remove live canopy and the ability of the plants to regenerate.

The Inspector therefore concluded that it would be inappropriate to require further substantive pruning to the conifers main stems and that the Notice is broadly appropriate and proportionate.

As the main stems had already been cut at a height which is some distance below the required 5.5m, the Inspector amended the initial cut to 5m. The Inspector was satisfied this is higher than the height of the cut main stem. The preventative height in the notice was also revised to 5.25m. The Inspector acknowledged that this does not give much margin for growth but reflects their estimation of the current situation.

In final conclusion the Inspector's decision states:

"Minor errors in the Council's Notice, which I have rectified, the Notice was not flawed to any significant degree and provided an appropriate and proportionate remedy. Moreover, I have to find a balance between the parties. The hedge-owner is also entitled to reasonably expect that they can develop and maintain No 43's garden in a manner that they choose, and that works required do not exceed what can be justified under the Act and the guidance"

Learning point / actions

Officers were correct to count the French doors with glazing on either side as the same window for the purposes of calculating the Action Hedge Height.

[Appeals against Community Infrastructure Levy \(CIL\) Decisions](#)

There were no appeals of this type during this reporting period.

[Applications for the award of costs \(submitted alongside one of the appeals reported above\)](#)

There were no appeals of this type during this reporting period.



Committee	Strategic Planning Committee
Date	08/04/2024
Subject	Adoption of a new Local Validation List
Cabinet Member	Councillor Kay Yule Cabinet Member with responsibility for Planning and Coastal Management
Report Author(s)	Katherine Scott Principal Planner (Development Management, Technical Lead) katherine.scott@east Suffolk.gov.uk
Head of Service	Philip Ridley Head of Planning and Coastal Management philip.ridley@east Suffolk.gov.uk
Director	Nick Khan Strategic Director nick.khan@east Suffolk.gov.uk

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
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Purpose/Summary

To consider the proposal to adopt the Local Validation List 2024, (superseding the existing Local Validation List 2020), and to adopt the associated Local Validation Guidance and Index.

Recommendation(s)

That Strategic Planning Committee:

1. Approve that the ESC Local Validation List 2020 be superseded by the adoption of the Local Validation List 2024.
2. Authorise the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, to make any presentational or typographical amendments (including the insertion of the interconnecting hyperlinks) to the Local Validation List, the Local Validation Guidance and the associated Index prior to them being published as adopted documents.
3. Agree that the adoption date of the Local Validation List, associated Local Validation Guidance and associated Index be Wednesday 1 May 2024, to allow time without prejudging the committee's decision to format (including the insertion of the interconnecting hyperlinks) and publish the documents in their electronic interlinked online format.
4. Authorise the Head of Planning and Coastal Management to update any hyperlinks that break within the Local Validation List, Local Validation Guidance and associated Index, i.e. to replace the web addresses sitting behind the links to external websites and/or the ESC website, if/when the web addresses for those pages are changed.

Strategic plan

How does this proposal support Our Direction 2028?

Environmental Impact	The Local Validation List will enable the Local Planning Authority to insist upon relevant information to be submitted upfront, so it can form part of the considerations of environmental impacts in the determination of applications. This includes drawings/plans and assessments etc related to a variety of environmental matters including biodiversity, heritage/historic environment, coastal erosion vulnerability, use of renewable energy, and options for walking and cycling.
Sustainable Housing	<p>The Local Validation List will require the submission of Housing Statements, Custom and Self Build Delivery Statements, and Dwelling Sizes and Tenure Plans/Schedules, where appropriate on applications for new housing. These will provide the required details of the types, sizes and tenures of proposed dwellings within schemes, enabling these to be considered against planning policy in the determination of applications.</p> <p>Many of the documents required for validation that relate to the environment, visual amenity, encouraging sustainable transport and provision of greenspace will also enable the</p>

	<p>consideration of whether the housing schemes enhance wellbeing and protect the environment.</p>
<p>Tackling Inequalities</p>	<p>The Planning System (i.e. applications and local planning policies) seek to support communities and the provision of facilities, which can be beneficial including community buildings, open space, and facilities for physical and mental health wellbeing.</p> <p>Whilst the Local Validation List, guidance and index, have been drafted with the intention that they will be used online, so that all the interlinking hyperlinks will function, enabling easier navigation for users through the large volume of information, both the List and Guidance are set out in a format that would enable the printing of the relevant pages for those without internet access (e.g. each document type in the list and each development type within the guidance, start on a fresh page so just the relevant pages from a section could be printed if needed).</p>
<p>Thriving Economy</p>	<p>The Local Validation List and supporting guidance will ensure that only appropriate and necessary information is required to be submitted for applications proposing new uses that would provide employment.</p> <p>The Local Validation List will also require appropriate and necessary information, including in many cases marketing and justification, for schemes which are proposing the opposite in that they are seeking changes of use that would result in a loss of employment floorspace.</p> <p>This will enable such planning applications have sufficient information submitted to enable their determination with regard to the Local Plans, which include policies that seek to support the local economy.</p>
<p>Our Foundations / governance of the organisation</p>	<p>The Planning Service and the determination of planning and planning related applications is a statutory function of the Council. It also provides a vital mechanism through which improvements to the district can be secured for the benefit of residents, businesses and visitors.</p>

Justification for recommendations

1. Background

- 1.1. The Town & Country Planning (Development Management Procedure) Order 2015 (as amended) sets out the national information requirements for planning applications, often referred to as the 'National List', and it includes basic essentials for all planning applications such as specific Plans and Drawings, and specific requirements based upon application types.
- 1.2. All planning applications must be accompanied by the information set out in the National List. In addition to the 'National List', the Local Planning Authority can adopt a 'Local List', in accordance with Paragraph 44 of the National Planning Policy Framework (NPPF).
- 1.3. Paragraph 44 of the NPPF states:

“Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every 2 years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.”
- 1.4. The current Local Validation List was published in 2020, and as required by the NPPF has been reviewed, resulting in the drafting of a new Validation list, which is now the subject of this report.
- 1.5. The 'Local Validation List' has to meet five key principles, which are Necessity, Precision, Proportionality, Fitness for Purpose and Assistance, as detailed in the table at the top of the following page from [“Guidance on Information requirements and validation”](#).

Table A: Principles and criteria for local list preparation

Principle	Key considerations
Necessity	All local list requirements should be based on statutory requirements ¹⁰ , national, regional or adopted local policy, or on published guidance which explains how adopted policy should be implemented
Precision	It should be clear what types of development require the provision of particular supporting information. Where appropriate, the LPA should also identify specific areas where the information requirement arises.
Proportionality	The information required is likely to be dependent on the nature and scale of the proposal and the sensitivity of its location. Where possible, the LPA should identify size thresholds below which certain information is not required or where only limited information is required.
Fitness for purpose	It should be clear what information is required to satisfy the requirement – with a strong emphasis on a proportionate approach and succinct documents.
Assistance	For each element of the list it should be clear where further information or answers to queries can be obtained.

- 1.6. Although this guidance dates from 2010 and predates the NPPF and a number of other national policy changes have taken place since then, it is the most up to date guidance officers can find on this process, and therefore it is that which has been followed.
- 1.7. Whilst as is to be expected the ‘Local Validation List’ and ‘Local Validation Guidance’, can set additional requirements than the ‘National List’, they have to fulfil these principles in doing so, and therefore for example cannot ask for a particular document because ‘it would be nice to have’, there has to be a necessity for requiring its submission, which is generally based upon national or local planning policy or statutory requirements.
- 1.8. Therefore the ‘Local Validation List’ and ‘Local Validation Guidance’ have been drafted to meet these principles, and as part of this they are shaped by the requirements of adopted Local Planning Policies within the Waveney and Suffolk Coastal Local Plans.

2. Introduction

- 2.1. The current Local Validation List was published in 2020, and therefore as detailed above it was required to be reviewed. The reviewing process was commenced in 2022 and has resulted in a new Local Validation List which includes significant additions and revisions upon the 2020 version, to reflect the changes to the NPPF, national regulations, guidance and the adoption/making of a number of Neighbourhood Plans.
- 2.2. In undertaking this review and drafting the new Local Validation List, significant thought has been given to the fact that it is vital that applications are submitted with all the necessary information from the outset, to enable full consideration and determination of applications within appropriate timescales. There can be significant delays to the process if additional information has to be requested, submitted and consulted upon during the application process.

- 2.3. Once an application is validated, the clock starts ticking on the 8 and 13 week targets set by Government, and cannot be paused to await missing information, documents or plans. This means that the Government targets can be very difficult to meet if the application is not submitted with all the required details from the outset. Given the current government direction on decision targets and the potential to restrict the use of Extensions of Time, it is all the more important that applications are submitted in a complete and well informed manner.
- 2.4. Therefore, in order to seek to ensure applications are submitted with all the necessary information, documents and plans, to enable assessment under all relevant planning policies and material planning considerations, a new Local Validation List has been drafted.
- 2.5. The draft Local Validation List was the subject of an 8-week consultation process (Friday 8 December 2023 to Friday 2 February 2024). Those consulted included Statutory Consultees, Non-Statutory Consultees who regularly comment on applications, Town and Parish Councils of the East Suffolk District, East Suffolk Council Councillors (i.e. Ward Members) and individuals/companies who act as agents on applications (e.g. architects, planners etc) and are signed up to our 'Developers Forum' sessions mailing list. Full copies of the comments received are included in **Appendix A** to this report.
- 2.6. Following the consultation period, the comments received have been considered, and where appropriate revisions have been made to the Local Validation List and associated guidance. A summary of the changes made in response to the consultation comments are included alongside the consultation responses in **Appendix A** to this report, and explained in further detail below.
- 2.7. In addition to the changes referred to in **Appendix A** and in the paragraphs below, notes to applicants/agents regarding the accuracy of plans has been added to each section of the Local Validation List relating to plans/drawings. The other changes made relate to topographical error corrections, and formatting including renumbering paragraph numbers, inserting hyperlinks to existing webpages, and adding colour coded highlighting to indicate where hyperlinks are to be added between the Local Validation List, and the guidance documents. An index of hyperlinks has also been created to assist with navigation.
- 2.8. All of the comments received have been reviewed and any recommended changes carefully considered. However, not all of the suggestions have been made to the Local Validation List. There are various reasons as to why the suggested changes have not been included, but they include a requirement to base the submission requirements on planning policy and material planning considerations, and the need to be consistent in terms of requirements made for each application/proposal type (i.e. not making exceptions for certain sites as suggested by one of the respondents).
- 2.9. Whilst many of the comments submitted raise valid points which have resulted in changes to the Local Validation list (set out in **Appendix A**), it should also be noted that it appears that some of those commenting on the document didn't not necessarily understand the purpose of a Local Validation List, despite efforts from officers to make

this clear in both the consultation notifications that were sent out and on the webpage hosting the draft document and online consultation system.

- 2.10. From the nature and content of some comments it appears that a number of the respondents to the consultation incorrectly thought it was a Planning Policy document that would be used to assess and determine planning applications, rather than a document through which applications will be 'validated', i.e. a list of documents and drawings which are required for the application process to commence.
- 2.11. As a result of this apparent misunderstanding, a number of the comments suggested changes that would be applicable if this was a Planning Policy document, such as wanting the document to include requirements on schemes in terms of the way they are designed in their context, the level of consideration given to particular matters or respondents not liking the style of homes that have been built etc. However, such matters are not applicable to a Local Validation List, as this list is setting out what details, documents and/or drawings are required to be submitted as part of applications and what those documents or drawings need to contain. It would therefore not be appropriate to make some of the suggested changes.
- 2.12. In order to make the Local Validation List more user friendly and easier to understand for all users (i.e. applicants, agents, planning support officers, development management officers, consultees etc) a Local Validation Guidance document has also been drafted, and this will be combined with the Local Validation List and an index, into an interactive online format of interconnected pdf documents in many ways akin to a multi-page website. The coloured highlighting in the draft Local Validation List in **Appendix B**, the draft Local Validation Guidance in **Appendices C to R** and the draft Local Validation Index in **Appendix S** show the location of the proposed hyperlinks which will link the documents together and enable users to navigate between related information.
- 2.13. This was always the intention of officers, as stated in the last paragraph of the explanation text on the consultation webpage, and in the report to Strategic Planning Committee in July 2023, but it is positive to note that the comments received include recommendations to make the list more user friendly with interpretation based upon application type.
- 2.14. The comments include a suggestion of a spreadsheet/grid approach. This was previously considered by officers, but discounted because it would have to be a very large and complex grid/table, which would be unlikely to fit on a single screen or sheet, because of the significant number of application and proposal types that can be submitted, and the significant number of other factors that can influence what is required such as on site features and designations. Therefore, a more interactive website style approach with the guidance integrated with the list will be provided on the ESC website.
- 2.15. Local Validation Guidance to accompany a Local Validation List is not required under any legislation and is to be provided as a means to improve the accessibility of the Local Validation list, by translating the Local Validation List into guidance setting out which documents, information and drawings need to be submitted for each type of application and/or proposal type. This guidance will go beyond the scope of just planning applications to include assistance with other types of planning related applications.

- 2.16. There are also national requirements for other types of planning related applications, which are defined in other regulations. For example, the requirements for Prior Notification Applications are set out in the Town and Country General Permitted Development Order 2015 (as amended).
- 2.17. Whilst the Local Planning Authority cannot require more than the national requirements for such applications, it can provide guidance to highlight and explain the national requirements to customers and provide advice on additional information which may be useful/assist with their application. Therefore, guidance on what is required and/or recommended to be submitted for such applications is also going to be published as part of the new interactive online Local Validation List with associated guidance system.

3. Proposal

- 3.1. Following the consultation process, the comments received have been considered, and the Local Validation List has been adapted where appropriate (**Appendix A**). It is proposed to adopt the amended Local Validation List and associated guidance, and publish them in an online interactive format that enables users to view guidance lists on which documents/plans etc are required for different application and proposal types.
- 3.2. The adoption of the Local Validation List, and associated guidance will enable the Local Planning Authority to ensure that the quality of information submitted for applications is improved.
- 3.3. There will always be instances where additional information has to be requested and submitted during the course of an application because some issues are not immediately apparent to officers at submission/validation stage or that come to light during the consultation and consideration stages of the application process. For example, there may be a need for revised plans to omit a proposed window in order to overcome an issue of overlooking to a neighbouring property. Another potential instance where additional documentation may need to be submitted during the course of an application would be if there a feature on site, such as a pond that the applicant/agent has failed to include on their plans but the case officer finds during their site visit, which could trigger the need for ecological assessment.
- 3.4. However, the adoption of this Local Validation List will improve the ability for the Planning Support Team to hold off validating an application until missing documents and plans are submitted. Once the Local Validation List is adopted, they should not be validating any application which is clearly lacking in the necessary documentation or where the submitted plans do not meet the requirements set out in the list (e.g. when they are not drawn to scale).
- 3.5. The associated guidance and its presentation in a more interactive online format, should also make it easier for all (i.e. agents/applicants, Planning Support Officers and Development Management Case Officers etc) to understand the minimum requirements for the various types of application and development proposal.

- 3.6. By selecting the application type and then the type of proposed use or works, users will be presented with a specific list of documents and plans required, that contains hyperlinks to the relevant sections of the Local Validation List relating to each of those documents and plans. The specific list will also set out additional documents that will be required based upon the existing features of the site and any designations, such as if the building is Listed. It will also include suggestions of other documents which would not be required for validation, but applicants/agents may wish to submit in support of their proposals, to avoid the potential need for additional information to be submitted later in the process and/or the need for subsequent Discharge of Condition applications.
- 3.7. The combination of the new List with the guidance, should mean that the quality of validation checking is improved. Development Management Officers are aware that at present a number of applications are being validated when they are lacking either in terms of not having all the necessary documentation, or because the documentation/plans are not appropriate (e.g. an assessment or plans missing, or the plans submitted not being drawn to scale). This means that applications are being validated when they shouldn't be.
- 3.8. As a result for applications incorrectly made valid, the planning case officers are having to use their time in order to seek to resolve the issues with the documentation during the statutory application timeframe process. Not only are applicants/agents often resistant to supplying additional information once application has been made 'valid', it can also have significant implications for the overall timescale for the determination of the application because there is often a time delay for the submission of the missing or revised documentation, and in most cases a fresh consultation process then has to be undertaken, so in many cases at least 3-4 weeks is added to the process that has to be undertaken. This can make it very difficult to meet the 8 and 13 week targets for determination set by government.
- 3.9. The adoption of the Local Validation List and Guidance may initially result in an increase in the number of applications being 'invalid upon receipt', but within a short time agents and applicants should recognise that they need to use the online Local Validation List and Guidance to check that they are submitting all the necessary documentation and that it meets the required criteria.
- 3.10. This in turn should result in a significant improvement in the quality of submissions, in terms of the necessary documents and plans being submitted upfront on the majority of applications (i.e. resulting in less applications 'invalid upon receipt').
- 3.11. Any improvement in the quality of documentation submitted and reduction in the number of applications being incorrectly validated, will reduce the back and forth which often currently occurs between case officers and agents/applicants to obtain the information that is required to enable applications to be determined. This in turn should make it easier for applications to be considered and determined within government target dates.
- 3.12. It should also improve the quality and accuracy of documents that are approved when consent is granted, which in some cases will aid with planning enforcement investigations, and potential enforcement action. It is important that clear and accurate

plans are approved, so that if a report of a potential breach is subsequently made to the Planning Enforcement Team, they can see clearly if there is a breach or not. As a result cases where there is clearly no breach can be closed quickly, and those where there is a clear breach, can be investigated further, and in situations where formal action is required, it can be pursued.

4. Financial Implications

- 4.1. The requirements for certain plans, assessments and other documents to be submitted with applications, could potentially increase the costs of compiling the information required and submitting an application. However, the information required by the Local Validation List, and Local Validation Guidance, are what is necessary to ensure that the Local Planning Authority has sufficient information in order to be able to understand the physical works and uses proposed, and assess the potential material planning benefits.
- 4.2. Sufficient information also has to be granted to ensure that if/when consent is granted, it is clear what has been consented, and therefore whether or not the consent is subsequently complied with. If approved details are vague, unclear or absent it can result in delays in the investigation and consideration of potential breaches of planning control and the closure of such cases and/or prevent the Local Planning Authority from taking enforcement action.
- 4.3. Therefore, although there are potential financial implications for applicants, the requirements set out in the validation documents are necessary.
- 4.4. The expected improvement in the quality of documentation being accepted to validate application, should reduce the potential need for additional information to be requested during the application process, which in turn should make it easier for applications to be determined within the 8 and 13 week target times, or within short extensions of time. This will reduce the risk of applications remaining undetermined at 16 or 25 weeks and becoming eligible for a refund of the application fee.

5. Legal Implications

- 5.1. When the Local Planning Authority holds an application at registration stage and declares it an invalid submission, applicants/agents can appeal that decision. Whilst such appeals are rare, in order to be able to defend its position the Local Planning Authority must base its decision on either the National Validation List or an up to date Local Validation List.
- 5.2. The adoption of the Local Validation List will mean that the Local Planning Authority has a more robust standing when refusing to validate a planning application without additional documentation or revised drawings that meet the criteria set out in the list.
- 5.3. This will mean that any appeals against a decision to hold an application as invalid, will likely be more defensible.
- 5.4. It will also assist with the Local Planning Authority defending appeals against their decision to refuse applications if an application is incorrectly validated, and the

applicant/agent refuses to supply the necessary documents or plans to enable the necessary assessment of the scheme and/or a lack of clarity as to what has been sought consent for.

- 5.5. It will also assist in providing the team with a stronger position in some planning enforcement cases and resulting appeals. In order to take and sustain formal enforcement action, there has to be a clear breach of planning control (as well as the usual justifications to pursue action). By improving the quality of submitted applications, this should improve the quality of plans etc referred to in planning approvals, which in turn should make any potential breaches of this nature much clearer. This should reduce the potential for disagreements at appeals as to what has been consented and whether the constructed development accords with the consent.

6. Risk Implications

- 6.1. If the Local Validation Document is not adopted, the Local Planning Authority would be open to challenge when applications are not considered valid at registration stage. As a result, appeals against decisions to hold an application as invalid, would be potentially more likely to be successful.
- 6.2. By adopting the Local Validation List, the risk of challenge when applications are not considered valid at registration stage would be substantially reduced.
- 6.3. The adoption of the associated Local Validation Guidance would also assist and reduce the risk of potential disagreements between the Local Planning Authority and agents/applicants on how the Local Validation List should be interpreted.

7. Options

- 7.1. There are two key options, either adopt the Local Validation List and Local Validation Guidance or do not adopt them. The adoption of the documents would have all the benefits outlined in this report. A decision not to adopt would result in significant risk as outlined above.

8. Recommendations

- 8.1. That the ESC Local Validation List 2020 be superseded by the adoption of the Local Validation List 2024.
- 8.2. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments (including the insertion of the interconnecting hyperlinks) to the Local Validation List, the Local Validation Guidance and the associated Index prior to them being published as adopted documents.
- 8.3. That it be agreed that the adoption date of the Local Validation List, associated Local Validation Guidance and associated Index be Wednesday 1 May 2024, to allow time without prejudging the committee's decision to format (including the insertion of the

interconnecting hyperlinks) and publish the documents in their electronic interlinked online format.

- 8.4. That the Head of Planning and Coastal Management, be authorised to update any hyperlinks within the Local Validation List, Local Validation Guidance and associated Index, with the required replacement web addresses to external websites and/or the ESC website if/when the web addresses for those pages are changed.

9. Reasons for Recommendations

- 9.1. The adoption of the Local Validation List, and the associated validation guidance will have a number of benefits.
- 9.2. Once these documents are adopted, it will be clearer and easier for applicants and agents to understand what is expected and required to be submitted with their applications.
- 9.3. By making it clearer what is required, this should improve the quality of the information submitted with the applications, meaning that less applications are incomplete when submitted.
- 9.4. It will also make it clearer and easier for those within the Planning Support Team to check if all the requirement documents/plans etc have been submitted, and therefore whether the application should be validated or whether additional information needs to be requested. This should mean that less applications are incorrectly validated.
- 9.5. The adoption of this Local Validation List will also mean that the team are in a stronger position to refuse to validate applications when information is missing.
- 9.6. By seeking to ensure that applications are submitted with all the necessary information from the outset and only validated once the required information has been received, it should mean that when we consult on applications, all the necessary information has been received and is published, so those commenting on the applications, are able to view all the necessary information, and submit comments on that basis.
- 9.7. There will also be a reduction in the need for Development Management Planning Officers to request additional information during the course of the application process (although this will always exist to some extent because unexpected issues will still come to light during the consultation process etc).
- 9.8. By reducing the need for additional information to be sought during the application process (i.e. once the clock has started), this should make it easier for the team to determine a higher proportion of applications within the Government targets, and reduce the need for extensions of time, because the potential for the delays that are created by waiting for the submission of the required documents/plans and the reconsultation process, should be reduced.

- 9.9. This will not only be beneficial in terms of the team's ability to meet the Government set targets, but also mean that applicants and agents have a more realistic idea of timescales for their applications to be determined.
- 9.10. This should also have benefits after consents are granted, because if the plans etc initially submitted include all the necessary information/are complete, this will reduce the potential for information to be missing on consents and/or contradictions between submitted/approved plans, both of which can reduce or prevent enforcement action from being taken, as it can be very difficult to prove a breach of planning control if the approved plans are not accurate.

10. Conclusions/Next Steps

- 10.1. As outlined above the adoption of Local Validation List, associated Guidance and index should have significant benefits and therefore they should be adopted.
- 10.2. It will take some time to set up all the interlinks between the Local Validation List, each section of the Guidance and the Index. Therefore, it is proposed that the formal adoption date is delayed until 1 May 2024, so that officers can insert those links, adjust the formatting and upload the documents to the ESC website.
- 10.3. Prior to that date a note will be added to the [How to submit a planning application » East Suffolk Council](#) page of the website, to advise potential applicants and agents that the new Local Validation List and associated Guidance is on its way and all applications submitted from 1 May 2024 onwards will need to be compliant.

Areas of consideration comments

Section 151 Officer comments:

There are no financial implications arising from this report.

Monitoring Officer comments:

The Legal implications are fully set out in the report. No additional comments.

Equality, Diversity and Inclusion/EQIA:

Although the Local Validation List and Guidance are being produced to be published online, and they will function best when used online, they will remain in a format that could theoretically be downloaded and/or printed in sections or single pages for those who don't have internet access.

Safeguarding:

No Impacts

Crime and Disorder:

The Local Validation List includes a requirement for the submission of a 'Crime Prevention Statement' with certain applications, and encourages such matters to be considered in the design of development proposals.

Corporate Services implications:

(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)

As Legal Services are the determination team for Certificate of Lawfulness, the adoption of this list and guidance should provide them benefits. The guidance should improve the information they review in the determination of such applications.

The Legal Services Team are also involved in legal agreements. The documents proposed to be submitted includes information on the submission of Heads of Terms for such agreements, along with guidance on various matters that can be covered by legal agreements such as housing mix.

The documents are proposed to be published online in an interactive format. Discussions have already taken place with the Digital Team to facilitate this.

These documents should assist customers in helping themselves with regards to the submission of planning and planning related applications, which whilst not a significant impact upon the Customer Services Team, will enable members of that team to direct customers with such queries to the online resource that will be these documents.

When submitting planning or planning related applications, the Asset Management Team will need to comply with the requirements of the Local Validation List, just like any other applicant.

Residents and Businesses consultation/consideration:

As set out in the main body of the report, an eight-week consultation process was undertaken with various parties (both internal and external), and their comments have been reviewed and informed subsequent changes to the Local Validation List.

Appendices:

Appendix A	Responses to the consultation on the Local Validation List, and officer response with a summary of any changes made to the 'List'
Appendix B	Draft Version of "Local Validation List 2024"
Appendix C	Draft version of "Local Validation Guidance – Chapter 1: Householder Planning Applications for extensions and/or alterations to dwellings and outbuildings, other works within their curtilage, and means of enclosure"
Appendix D	Draft version of "Local Validation Guidance – Chapter 2: Householder Prior Notification Applications"
Appendix E	Draft version of "Local Validation Guidance – Chapter 3: Planning Applications for solar power, air source heat pumps, biomass boilers and other renewables"
Appendix F	Draft version of "Local Validation Guidance – Chapter 4: Applications for Listed Building Consent"
Appendix G	Draft version of "Local Validation Guidance – Chapter 5: Planning Applications for changes of use of land and/or buildings"
Appendix H	Draft version of "Local Validation Guidance – Chapter 6: Planning Applications for new dwellings and/or residential care facilities"
Appendix I	Draft version of "Local Validation Guidance – Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units."
Appendix J	Draft version of "Local Validation Guidance – Chapter 8: Applications for Advertisement Consent"
Appendix K	Draft version of "Local Validation Guidance – Chapter 9: Applications seeking 'Prior Notification approval for agricultural works and buildings"
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)"
Appendix M	Draft version of "Local Validation Guidance – Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed)"
Appendix N	Draft version of "Local Validation Guidance – Chapter 12: Applications seeking Variation or Removal of Conditions"
Appendix O	Draft version of "Local Validation Guidance – Chapter 13: Non-Material Amendment Applications"
Appendix P	Draft version of "Local Validation Guidance – Chapter 14: Applications for the discharge of conditions (also known as approval of matters reserved by condition) or those seeking confirmation of compliance with conditions"
Appendix Q	Draft version of "Local Validation Guidance – Chapter 15: Applications made under Regulation 77 of the Habitats Regulations (Appropriate Assessment requirements in relation to permitted development)"
Appendix R	Draft version of "Local Validation Guidance – Chapter 16: Tree Works Applications (i.e. works to trees covered by Tree Preservation Orders or those in Conservation Areas)"
Appendix S	Draft version of the "Index to Local Validation List and Guidance and links to other useful associated online information"

Background reference papers:

Date	Type	Available From
March 2010	“Guidance on information requirements and validation”, produced by Department of Communities and Local Government	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7727/1505220.pdf
October 2020	East Suffolk Local Validation Requirements October 2020 Version 1	How to submit a planning application » East Suffolk Council
3 July 2023	Report to Strategic Planning Committee – “Update on the Local Validation List” and associated Appendix	https://eastsuffolk.cmis.uk.com/eastsuffolk/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/809/Committee/8/Default.aspx
8 December 2023	Draft/Consultation Version of the Local Validation List	https://eastsuffolk.inconsult.uk/localvalidationlist/

Appendix A: Responses to the consultation on the Local Validation List, and officer response with a summary of any changes made to the ‘List’

Appendix A – Responses to the consultation on the Local Validation List, and officer response with a summary of any changes made to the ‘List’

The table below lists the consultation responses to the consultation on the draft Local Validation List (Friday 8 December 2023 to Friday 2 February 2024), along with the officer response/consideration of those comments, and a summary of the changes made to the Local Validation List.

Respondent	Comment	Officer Response and summary of any changes made
<p>Badger Building (E.Anglia)Ltd (Edward Gilder)</p>	<p>Good afternoon - I have been through the draft update of the validation list. The requirements are well set out and the proposed links will be helpful.</p> <p>However, whilst having the information submitted with the application is useful for officers when considering applications, in too many instances the availability of information is ignored when decision notices are drafted and conditions imposed requiring the submission of additional information, when with a bit of discovery, the information conditioned for resubmission could be found in the documents accompanying the application.</p> <p>This is hugely frustrating and a waste of time and effort. Can it pleased be impressed on officers that before imposing conditions they check submitted information carefully to ensure that what they are requesting really hasn't been previously submitted.</p>	<p>These comments are not specifically about the content or requirements set by the Local Validation List.</p>
<p>Bromeswell Parish Council (Verity Brown)</p>	<p>Having spent a very long time going through both the old 2020 document and the proposed new one I can find nothing in the changes to specifically comment on.</p> <p>I had hoped to have been able to pull up the documents side-by-side and compared like for like but the new one is just so different, that easier route was just not possible. Whilst I appreciate the documents have to be long, it is really difficult for those of us who volunteer to be on Parish Councils, with no expertise to draw on, to adequately respond to this kind of document.</p>	<p>Comments noted.</p> <p>Unfortunately, the Local Validation List has to be long, due to the nature of the subject matter and the need for it to list and explain all of the documents and drawings that can potentially be required for applications.</p>

Appendix A – Responses to the consultation on the Local Validation List, and officer response with a summary of any changes made to the ‘List’

Respondent	Comment	Officer Response and summary of any changes made
<p>Dennington Parish Council (Robert Wardley)</p>	<p>Following our conversation this morning in connection with the draft Local Validation List document I wish to make the following comment.</p> <p>I know you have spent a considerable amount of time producing the document and it must be rewarding to find its nearing completion, however, please can you consider making the following changes.</p> <p>In various parts of the document there are references to non acceptable documents and plans, where this is so, please could you add adjacent to these references an example what will be acceptable in the pre applications this could be in the form of additional plans and wording.</p>	<p>The recommendation to include acceptable as well as non-acceptable examples of plans is a good idea.</p> <p>There was already an example of an acceptable drawing for the Joinery and Window Details section.</p> <p>An additional example will be added with the Site Location Plan.</p>
<p>East Suffolk Council (Planning Policy)</p>	<p><u>Floorspace (Caroline)</u> Could it be noted that we often have difficulty monitoring changes in non-residential floorspace as the floorspace is not entered into the application form. From the applicants point of view there is no ‘change’ in floorspace i.e. there is 100sqm before development and 100sqm after development. But for our purposes there could be a loss of 100sqm from retail floorspace to office floorspace. Again plans/planning statements/officer reports do not state the floorspace.</p> <p><u>Health Impact Assessments (Jazz)</u> The Health Impact Assessment validation requirements are recommended to be updated in the following respects:</p> <ul style="list-style-type: none"> • The validation requirement thresholds brought into alignment with the latest version of Planning in Health (‘the Health Protocol’), which is the agreed engagement protocol between the Norfolk and Waveney ICB, the Local Planning Authorities in the Norfolk and Waveney area (including the former Waveney area but not former Suffolk Coastal area), Public Health Norfolk, and Public Health Suffolk. Bringing the validation requirements into alignment with the engagement thresholds mean that all discussions between East Suffolk case officers and the above listed health partners will 	<p><u>Floorspace</u> A requirement for all applications to have floor plans annotated with numerical floorspace area figures or for a separate document listing those figures would not be a reasonable requirement, because in most cases the specific floorspace numerical figures are not material to the determination or outcome of applications for changes of use or extensions or non-residential schemes. Therefore, the inclusion of this would not meet the test for it to be a reasonable requirement within a Local Validation List.</p> <p>However, text has been added to the section on Floor Plans suggesting the inclusion of numerical floorspace figures can be useful.</p> <p><u>Health Impact Assessments</u></p>

Appendix A – Responses to the consultation on the Local Validation List, and officer response with a summary of any changes made to the ‘List’

Respondent	Comment	Officer Response and summary of any changes made
	<p>be supported by a Health Impact Assessment (as the application would require it to be valid). This will help to improve communication between ourselves and health partners by acting as a shared resource that can be pointed to (which will be further supported by the forthcoming East Suffolk Healthy Environments Supplementary Planning Document once adopted) and directly addressed in verbal and written communication. Bringing the thresholds into alignment would have the effect of lowering the thresholds for validation, and therefore requiring Health Impact Assessments for more major developments in East Suffolk, supporting and aligning with the organisations increased focus on health, wellbeing and inclusivity for the district’s resident communities.</p> <p>The revised matched thresholds are therefore recommended to be:</p> <ul style="list-style-type: none"> • A housing development of 50 dwellings or more [the Validation List currently has the threshold of 100 dwellings] • A development of less than 50 dwellings but which is still deemed to potentially impact on health services significantly [this is stronger and more open than the Validation List’s current “Schemes involving the loss of, or creation, or expansion of health care facilities”] • A development that includes care homes, housing for the elderly, or student accommodation [this scopes in housing for older people without an element of care and student accommodation – we could actually stick to our criteria here as this scope may be too broad] • A development that involves the significant loss of public open space [the Validation List does not currently include this] • Any other type of development that could have significant health implications [The addition of the latter criterion is particularly valuable, as this provides the case officer with the discretion to require a Health Impact Assessment outside of these thresholds if they have reasonable grounds to think this would be useful and appropriate to require as a validation requirement in the determination of the application]. 	<p>The need for a Health Impact Assessment for applications which include care home/ care facility or student accommodation was also included in the comments from the NHS Norfolk and Waveney Integrated Care Board. As stated in response to their comments these have been added into the Local Validation List.</p> <p>The other changes recommended here in relation to Health Impact Assessments are reasonable and would meet the requirements of what is reasonable within a Local Validation List.</p> <p>Therefore, all of the changes recommended here in relation to Health Impact Assessments have been made to the Local Validation List.</p> <p><u>Custom and Self Build Delivery Statement</u> The inclusion of a Custom and Self Build Delivery Statement is reasonable and sensible, given the requirements of Planning Policy and the emerging Supplementary Planning Document which is to be adopted later this year.</p> <p>It has therefore been added to the Local Validation List with a caveat that the requirement for submission to only come into effect once the Supplementary Planning Document is adopted.</p>

Appendix A – Responses to the consultation on the Local Validation List, and officer response with a summary of any changes made to the ‘List’

Respondent	Comment	Officer Response and summary of any changes made
	<p>For the avoidance of doubt, regardless of the fact that the engagement protocol is not agreed for supporting development in the whole of the East Suffolk district area, these matched validation requirements would be expected to apply to the whole of the East Suffolk district area.</p> <ul style="list-style-type: none"> • Para 2.219 could be more positive in its wording by adding in something along the lines • of “and identify opportunities for addressing health challenges of development sites through the planning and design approach used for the development, particularly in relation to housing, streets, open space, infrastructure and shared facilities”. • Para 2.222 – “East Suffolk Council as Local Planning Authority is currently developing a Healthy Environments Supplementary Planning Document. As that moves towards adoption that should be greater considerations and once adopted that document must be considered as part of any Health Impact Assessment”. This could be amended to be clearer – the Healthy Environments SPD’s guidance should be used to inform the HIA process. Also it’s probably worth bringing to the reader’s attention that the document includes specific guidance on the proposed structure/use of HIA tools. This includes the recommendation that – for now – the HUDU Rapid HIA tool is used unless something more bespoke is needed (‘desktop’ or ‘full’ HIA, which would be expected to be more in-depth – to be agreed on a case by case basis). This is intended to be later superseded by a Suffolk-wide template HIA tool – once adopted the use of this tool will be required to be used in order for applications to be validated, rather than the HUDU HIA template tool. • Further information can be found via the following – add the HUDU tool link here, link to the Healthy Environments SPD, East Suffolk Open Spaces Assessment, East Suffolk Play Area Strategy, East Suffolk Cycling & Walking Strategy, East Suffolk 	

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	<p>Air Quality reports (annual), a link to Public Health Suffolk’s annual Public Health reports, and a link to OHID’s public health profiles dashboard.</p> <p><u>Custom and Self Build (Anthony)</u> We are currently preparing the Custom and Self-build Housing SPD, a draft of which can be viewed here: https://eastssuffolk.inconsult.uk/CSB0823DRAFT/consultationHome.</p> <p>At paragraph 2.6 of the draft SPD, we set out the need for applications that seek to secure the principle of custom and self-build housing to submit a Custom and Self-build Delivery Statement (e.g. outline and full planning applications involving custom and self-build housing). A template of the Custom and Self-build Delivery Statement is provided at Appendix 2 of the draft SPD, and below.</p> <p>Between now and adoption of the SPD there may be some changes to the delivery statement. However, we can work with you to ensure the correct version of the delivery statement is included within the Local Validation List.</p> <p>We plan to adopt the SPD at Cabinet on the 7 May 2024.</p> <p>Custom and Self-build Delivery Statement Template: Please write answers to the following questions in the corresponding textboxes. The text in italics within each textbox below are examples of potential answers.</p> <p>1. How do you intend to deliver the home/s as custom and self-build housing?</p> <div data-bbox="414 986 1429 1098" style="border: 1px solid black; padding: 5px;"> <p><i>e.g. I’m going to build the home myself and live in it.</i> <i>Or</i> <i>I’m going to service the plots and sell them with outline planning permission.</i></p> </div> <p>1. What type of custom and self-build housing is proposed? (please tick as many that apply)</p> <div data-bbox="414 1241 1417 1353" style="border: 1px solid black; padding: 5px;"> <p>a) Self-build (DIY) – Serviced plot/s provided to initial occupants, who design and construct the home/s primarily by themselves, with the aid of technical experts (e.g. architect, electrician, plumber) where necessary/appropriate.</p> </div>	

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	<p>b) Self-build (commission) – Serviced plot/s provided to initial occupant/s, who design the home either by themselves or with an architect, and commission the construction of their home. Initial occupants may undertake some minor construction work themselves, but it is mostly constructed by others.</p> <p>c) Custom-build (individual) – A developer provides a selection of customisable house types and design and layout options from which the initial occupants choose their home. Initial occupants will usually not undertake any of the construction work themselves.</p> <p>d) Custom-build (group) – Housing whereby groups of households come together as intentional communities to design and deliver, or commission professionals to design and deliver, housing which they will live in.</p> <p>e) Custom-build (co-housing) – Housing whereby groups of households come together as intentional communities to collectively design and deliver, or commission professionals to design and deliver, housing which they will live in. This usually involves an element of communal living, such as for example a communal building within the housing development and/or communal amenity space shared by all residents.</p> <p>f) Custom-build (self-finish/shell) – Housing built as a watertight shell by a developer, the internal layout of which is then designed and finished by the initial occupant. This type of housing will not provide initial occupants with an input into the built form and external appearance of the home.</p> <p>g) Other</p> <p>1. How many custom and self-build houses are proposed? <input data-bbox="416 1166 1171 1206" type="text" value="e.g. One / two / three / etc"/></p> <p>How does the custom and self-build house/s qualify as custom and self-build housing,</p>	

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	<p>as defined in section 1 of the Self-build and Custom Housebuilding Act 2015 (as amended)?</p> <p>Section 1 of the 2015 Act states: “1(A1) In this Act “self-build and custom housebuilding” means the building or completion by—</p> <ul style="list-style-type: none"> • individuals, • (b) associations of individuals, or • (c) persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals. <p>(A2) But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person.”</p> <p>The Planning Practice Guidance (2021, paragraph 016) states that initial occupants must have a primary input into the final design and layout of the home. Please set out in the following text box how the proposed custom and self-build housing will meet the legal definition.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>e.g. I am proposing to commission the servicing of 3 plots of land (in accordance with sections 1 and 5 of the Self-build and Custom Housebuilding Act 2015). After achieving outline planning permission each plot of land will be sold to an initial occupant, who will secure reserved matters permission for the design of the houses.</i></p> </div> <p>1. Where affordable housing is required/proposed, the Council expects affordable housing to be delivered as non-custom and self-build housing. Affordable Housing is defined in the NPPF Glossary (2023). If affordable custom and self-build</p>	

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	<p>housing is proposed how will the custom and self-build housing legal definition specified in question 3 be met?</p> <table border="1" data-bbox="414 343 788 379"> <tr> <td data-bbox="414 343 600 379">...</td> <td data-bbox="600 343 788 379"></td> </tr> </table> <p>1. Does the description of development for your planning application (as set out in your planning application form) refer to custom and self-build housing, and do you specify the number of custom and self-build homes in the ‘residential units’ section of your planning application form?</p> <table border="1" data-bbox="414 630 1429 703"> <tr> <td data-bbox="414 630 1016 703">If no, please explain why. <i>e.g. Yes/No (with explanation)</i></td> <td data-bbox="1016 630 1429 703"></td> </tr> </table> <p>1. Would you be willing to accept a condition and/or section 106 agreement clause confirming the development is for/includes custom and self-build housing? If no, please explain why. e.g. Yes/No (with explanation)</p> <p>We are currently preparing the Custom and Self-build Housing SPD, a draft of which can be viewed here: https://eastsuffolk.inconsult.uk/CSB0823DRAFT/consultationHome.</p> <p>At paragraph 2.6 of the draft SPD, we set out the need for applications that seek to secure the principle of custom and self-build housing to submit a Custom and Self-build Delivery Statement (e.g. outline and full planning applications involving custom and self-build housing). A template of the Custom and Self-build Delivery Statement is provided at Appendix 2 of the draft SPD, and below.</p> <p>Between now and adoption of the SPD there may be some changes to the delivery statement. However, we can work with you to ensure the correct version of the delivery statement is included within the Local Validation List.</p> <p>We plan to adopt the SPD at Cabinet on the 7 May 2024.</p> <p>Custom and Self-build Delivery Statement Template:</p>	...		If no, please explain why. <i>e.g. Yes/No (with explanation)</i>		
...						
If no, please explain why. <i>e.g. Yes/No (with explanation)</i>						

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	<p>Please write answers to the following questions in the corresponding textboxes. The text in italics within each textbox below are examples of potential answers.</p> <p>1. How do you intend to deliver the home/s as custom and self-build housing? e.g. I’m going to build the home myself and live in it. Or I’m going to service the plots and sell them with outline planning permission.</p> <p>1. What type of custom and self-build housing is proposed? (please tick as many that apply)</p> <p>a) Self-build (DIY) – Serviced plot/s provided to initial occupants, who design and construct the home/s primarily by themselves, with the aid of technical experts (e.g. architect, electrician, plumber) where necessary/appropriate.</p> <p>b) Self-build (commission) – Serviced plot/s provided to initial occupant/s, who design the home either by themselves or with an architect, and commission the construction of their home. Initial occupants may undertake some minor construction work themselves, but it is mostly constructed by others.</p> <p>c) Custom-build (individual) – A developer provides a selection of customisable house types and design and layout options from which the initial occupants choose their home. Initial occupants will usually not undertake any of the construction work themselves.</p> <p>d) Custom-build (group) – Housing whereby groups of households come together as intentional communities to design and deliver, or commission professionals to design and deliver, housing which they will live in.</p> <p>e) Custom-build (co-housing) – Housing whereby groups of households come together as intentional communities to collectively design and deliver, or commission professionals to design and deliver, housing which they will live in. This usually involves an element of communal living, such as for example a communal building within the housing development and/or communal amenity space shared by all residents.</p>	

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	<p>f) Custom-build (self-finish/shell) – Housing built as a watertight shell by a developer, the internal layout of which is then designed and finished by the initial occupant. This type of housing will not provide initial occupants with an input into the built form and external appearance of the home.</p> <p>g) Other</p> <p>1. How many custom and self-build houses are proposed? e.g. One / two / three / etc</p> <p>1. How does the custom and self-build house/s qualify as custom and self-build housing, as defined in section 1 of the Self-build and Custom Housebuilding Act 2015 (as amended)? Section 1 of the 2015 Act states: “1(A1) In this Act “self-build and custom housebuilding” means the building or completion by—</p> <ul style="list-style-type: none"> • individuals, • <p>(b) associations of individuals, or</p> <ul style="list-style-type: none"> • <p>(c) persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals.</p> <p>(A2) But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person.”</p> <p>The Planning Practice Guidance (2021, paragraph 016) states that initial occupants must have a primary input into the final design and layout of the home. Please set out in the following text box how the proposed custom and self-build housing will meet the legal definition.</p>	

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	<p>e.g. I am proposing to commission the servicing of 3 plots of land (in accordance with sections 1 and 5 of the Self-build and Custom Housebuilding Act 2015). After achieving outline planning permission each plot of land will be sold to an initial occupant, who will secure reserved matters permission for the design of the houses.</p> <p>1.</p> <p>Where affordable housing is required/proposed, the Council expects affordable housing to be delivered as non-custom and self-build housing. Affordable Housing is defined in the NPPF Glossary (2023). If affordable custom and self-build housing is proposed how will the custom and self-build housing legal definition specified in question 3 be met?</p> <p>...</p> <p>1.</p> <p>Does the description of development for your planning application (as set out in your planning application form) refer to custom and self-build housing, and do you specify the number of custom and self-build homes in the ‘residential units’ section of your planning application form?</p> <p>If no, please explain why.</p> <p>e.g. Yes/No (with explanation)</p> <p>1.</p> <p>Would you be willing to accept a condition and/or section 106 agreement clause confirming the development is for/includes custom and self-build housing? If no, please explain why.</p> <p>e.g. Yes/No (with explanation)</p>	
<p>East Suffolk Council (Nicholas Newton)</p>	<p>In respect of Section 2.5 Arboricultural Assessment and Tree Survey-</p> <p>The numbering sequence is confusing.</p> <p>Otherwise we suggest that the following is relevant to Sections 2.30 and 2.31</p>	<p>All recommended changes to the text are reasonable and have been made.</p> <p>The paragraph numbering was added prior to the consultation purely to enable those commenting to be able to reference particular</p>

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	<p>The following information is expected for all development applications where there are any trees or hedges on the property or on adjoining properties which are within influencing distance of the proposed development.</p> <p>Development proposals involving minor works (such as replacement windows/re-cladding) or development which does not involve any excavation of the ground or pruning of trees (such as alterations/extensions to a roof) will not normally be included.</p> <p>Existing and Proposed Site Plan The existing and proposed site plan shall include:</p> <ul style="list-style-type: none"> • The position of all trees within the site with a stem diameter of 75mm or more (measured at 1.5 metres above ground level), and any such trees adjacent to the application site within a distance of up to 12 times their estimated stem diameter; • The crown spreads and Root Protection Areas (RPAs) for any individual trees, and/or the overall extent of canopy and average RPAs for woodlands or substantial tree groups; <p>All trees that are to be removed and/or retained clearly marked.</p> <p>BS 5837:2012 Tree Survey and Arboricultural Impact Assessment The need and level of information will be dependent on the type and scale of development as well as the quality and value of any affected trees/hedges. A BS 5837:2012 tree survey, undertaken by a suitably qualified arboriculturalist, shall be submitted where:</p> <ul style="list-style-type: none"> • Trees on or immediately adjacent to (within 15m of) the application site are subject to a Tree Preservation Order; • Trees on or immediately adjacent to (within 15m of) the application site are within a Conservation Area; 	<p>paragraphs in their comments. The final interactive online version will be broken down into webpages so will likely not have paragraph numbering. However, if a printable pdf version is also to be provided the paragraph numbering issue will be resolved for that document.</p> <p>The recommendations relating to the Arboricultural Assessment and Tree Survey section are appropriate and will be useful in terms of making expectations clear. The suggested changes have been made to the Local Validation List.</p> <p>Similarly, the recommendations relating to trees and the Block/Site Plan, and the recommendation in terms of Landscape and Visual Impact Assessment, and Landscaping details are all appropriate and will be useful in terms of making expectations clear. The suggested changes have been made to the Local Validation List.</p>

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	<p>Or any trees/hedges on or immediately adjacent to (within 15m of) the application site have any other special merit or importance to the local landscape and the application includes:</p> <ul style="list-style-type: none"> • The removal of trees or hedges; • Development within the RPAs and/or crown spreads of retained trees; • Development that may have an impact on trees/hedges within the development site or on adjacent land and/or when trees/hedges may adversely affect a proposed development. <p>Note: If it is considered that the risk to the trees/hedges on or adjacent to the site is low, or if the affected trees/hedges are not of sufficient quality or value to merit a full BS 5837:2012 report, then it shall be for the applicant/agent to demonstrate this, or provide details of a simple tree protection scheme accordingly. It may also be prudent to limit the extent of surveying and tree protection required, for example when dealing with isolated areas of large sites.</p> <p>LANDSCAPE</p> <p>In respect of section 2.41 and 2.42-</p> <p>LVIA</p> <p>-Numbering is slightly confusing – LVIA heading is 2.41 but then text starts at 2.278 -Additional text suggestions below in red: <i>2.278. A Landscape and Visual Impact Assessment is required to validate an application for:</i> <i>o schemes which are likely to have a significant landscape or visual impacts, whether that is due to its scale, location or another factor.</i> <i>o All applications where an Environmental Impact Assessment is required</i></p>	

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	<p>2.279. A Landscape and Visual Impact Assessment may form part of an environmental statement where a proposal would fall within the guidelines of an environmental impact assessment (EIA) development.</p> <p>2.280. A Landscape and Visual Impact Assessment should include:</p> <ul style="list-style-type: none"> • <i>a description of the site and the landscape context,</i> • <i>evaluation of the landscape sensitivity and the capacity to accommodate incorporate the development,</i> • <i>identification and assessment of landscape effects on landscape character and quality,</i> • <i>identification and assessment of visual effects,</i> • <i>visualisations of proposed development in line with Landscape Institute technical guidance,</i> • <i>measures that would avoid or minimise adverse effects,</i> • <i>where significant adverse effects are unavoidable, consideration of alternatives and why they have been rejected,</i> • <i>methodology of Landscape and Visual Impact Assessment (LVIA) with reference to best practice guidance.</i> <p>2.281. <i>It is also recommended that a Landscape and Visual Impact Assessment is submitted for any sites which are covered by an allocation policy that specifically highlights a requirement for scheme of landscape assessment. These allocation policies are located within district level Local Plan documents and Neighbourhood Plans.</i></p> <p>2.282. A Landscape and Visual Impact Assessment should be proportionate to the scale of development and in some cases a Landscape and Visual Appraisal will be satisfactory. This should be agreed with the Council before submission.</p> <p>Landscaping details -Numbering is slightly confusing – LVIA heading is 2.42 but then text starts at 2.283</p>	

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	<p>-Additional text suggestions below in red:</p> <p>2.283. An Indicative Landscape Masterplan or Landscape Strategy should be submitted for all major applications, minor applications in a sensitive landscape, and Paragraph 80 houses.</p> <p>2.284 Whilst not a specific requirement to validate a planning application It is recommended that landscaping details are supplied up front for all applications for development where soft and/or hard landscaping is to be undertaken, this includes planning applications for:</p> <ul style="list-style-type: none"> - <i>new build dwelling(s), commercial units, agricultural buildings, medical services and community uses,</i> - <i>significant extensions to existing commercial units, agricultural units, medical services and community uses, and</i> and - <i>The conversion of existing buildings to dwelling(s), commercial uses, medical services and community uses.</i> <p>2.2845. The submission of landscaping details with the application is strongly encouraged in order to reduce the potential need for conditions on the consent (if granted) which would then need to be discharged via a discharge of condition application, which can add additional time delays and costs to the construction process.</p> <p>2.2856. Details should include:</p> <ul style="list-style-type: none"> • schedule of proposed planting of trees, hedges and shrubs, • <i>any existing trees and vegetation to be retained,</i> • <i>surface materials for hard landscaping,</i> • boundary treatments, • <i>any excavation or changes in ground level,</i> • planting specification, 	

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	<ul style="list-style-type: none"> • tree pit details where tree planting is proposed in hard landscaping, • the timescale for implementation, and • proposals for long-term maintenance and landscape management. <p>2.286. In some circumstances, particularly with outline planning applications, applicants may wish to provide a lesser amount of landscaping detail, however in such a case it will need to be acknowledged that full landscaping details will be expected as part of reserved matters applications or as a pre- commencement condition.</p>	
<p>East Suffolk Council (Nicola Biddall)</p>	<p>page 92 2.333 & 334 I think the requirement to show public rights of way on plans should also appear on the requirements for the 2:10 Block Plan/Site 2.7 p 21 as any effect on public rights of way is a material consideration.</p> <p>There is a local information requirement 2.333 & 2.334 which states that, 'Proposals which seek to create or amend public rights of way should include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.'</p> <p>The process of diverting, creating or extinguishing a right of way is a separate legal process from planning permission under the Town and Country Planning Act 1990 Section 257 or 258 and all those details of location, width and surface will be provided when a Public Path Order is applied for and will be looked at by the Highway Authority for Suffolk, Suffolk County Council Rights of Way, and the relevant officer at East Suffolk Public Path Orders or relevant colleague in Babergh Mid Suffolk processing the order under the provision of the rights of way services agreement. Therefore it is unnecessary in terms of the grant of planning permission for these details to be requested.</p> <p>Following the amendment of Section 257 by the Growth and Infrastructure Act 2013, a public path order order may be made in anticipation of planning permission.</p>	<p>The recommended additional to the Block Plan/Site Plan are reasonable. This change has been made to the Local Validation List.</p> <p>The comments on the Rights of Way section of the Local Validation list, are reasonable.</p> <p>Changes have been made to the wording of the Local Validation List to reflect the majority of these comments.</p> <p>However, reference is retained (in an amended form) to the submission of details of works, because these may require planning permission in their own right so it is advisable for applicants to include them within the application, to avoid the need for a further application at a later date.</p>

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	<p>However, an order made in advance of planning permission cannot be confirmed by either the authority or the Secretary of State until that permission has been granted. It would be useful to make this information available to developers at the pre app stage</p> <p>An informative on the planning permission letter giving details of who/where to apply to for a Public Path Order or Agreement would be useful but is outside the scope of this consultation.</p>	
<p>East Suffolk Council (Nicola Parrish)</p>	<p>In the Section on CIL - there's wording that is not quite correct! this is because new dwellings or conversion that create new dwellings do not have a threshold that applies.</p> <p><i>For all proposals seeking the creation of additional floorspace for, or a change of use, to a use that is CIL liable and above the floorspace limits set out below</i></p> <p>I would therefore suggest this text is amended as follows: <i>For all proposals seeking the creation of new or additional floorspace, or a change of use, to a use that is CIL liable as set out below:</i></p>	<p>Recommended changes to the text are reasonable and have been made.</p>
<p>East Suffolk Council (Nicola Parrish)</p>	<p>The Section on CIL -at the start it says 2.100. <i>The Community Infrastructure Levy (CIL) Additional Information form is required -</i> It is also a CIL Form 2 that is required! If anything it is more important as we must have full contact details for the landowners/applicants (as applicable) in order to issue (in a timely manner) the statutory CIL Liability Notices where development is liable for CIL. I therefore suggest 2.1000 is amended as follows: 2.100. <i>The Community Infrastructure Levy (CIL) Additional Information form and also CIL Form 2 are required</i> then the section where these two forms are mentioned in detail -- please add</p>	<p>Recommended changes to the text are reasonable and have been made.</p>

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	<p>CIL form 2 must contain a contact address, contact phone number and the individuals email address. It is not appropriate to record agent contact details on behalf of clients within the Assumption of Liability details.</p>	
<p>East Suffolk Council (Nicola Parrish)</p>	<p>2.50. Phasing Plan/Schedule Please do not say that development can be phased in order to phase CIL payments!!! Development should only ever be phased because there is a clear planning reason why it needs to be phased. Phasing does have a consequence for CIL but phasing should not be put in to make sure they pay CIL for separate planning phases. EG - self-build housing should all be individual phased developments because it is built at different times! AS a consequence you need to remove references to CIL in this section please.</p>	<p>Recommended changes to the text are reasonable and changes along these lines have been made.</p>
<p>East Suffolk Council - District Cllr Framlingham (Vincent Langdon-Morris)</p>	<p>1.8 Needs to include flooding information</p> <p>1.9 Pre application needs to be public</p> <p>1.19 Planning Portal. Is digital portal fit for purpose? Need for human site visits, ecological assessments by a person. Digital submission is not sufficient.</p> <p>2.21 Amendments Variation of conditions. Ban dual applications completely</p> <p>2,29 Flood Zones</p> <p>2,180 These specs are out of date. Raising levels, why? The Dutch are using flood areas / plains in an innovative and effective way.</p> <p>Flood Risk should be a material consideration.</p> <p>2.32 Foul Drainage Assessment</p>	<p>1.8 – this paragraph explains matters that can be potentially covered by Pre-Commencement conditions if details aren’t submitted upfront as part of the application. Flooding is a matter that has to be resolved during the application process.</p> <p>1.9 – This paragraph is simply highlighting that the pre-application process exists. The Local Validation List relates to formal Planning Applications not pre-application submission. There will be a separate consultation on the pre-application process.</p> <p>1.19 – this paragraph lists the types of applications on which ownership certificates are required under the national requirements. The Local List can not go beyond those in requiring</p>

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	<p>2.204 Capacity of local waste water treatment is not exceeded. This is already happening in Framlingham? As per Anglia Water, documented?</p> <p>2.35 Health Impacts - severe flooding and mixing of raw sewage effluent.</p> <p>2.37 Housing Statement</p> <p>2.246 Neighbourhood Plan - affordable housing requirement must be enforced, no exemptions at all.</p> <p>2.47 Odour Assessment - Flooding - mixing with raw sewage, overloading existing systems, interior and exterior smell.</p> <p>2.48 Open Space Assessment</p> <p>2.314 Enhance role and function of identified green space. Used to justify new development, when there are green spaces within 1-2 minutes walk of the proposed site?</p> <p>2.51 Planning Statements</p> <p>2.330 Community Facilities Justification statement ... ACVs</p> <p>2.60 SuDs</p> <p>2.376 Proposed Victoria Mill Rd and Newtide sites in Framlingham must have rigorous examination and implementation of SuDs and other, bunds?</p> <p>2.378 SuD did not protect nearby houses in Framlingham (personal observation) and are exacerbated flooding problems.</p>	<p>ownership certificates for amendment and variation of condition applications. Those application types are seeking changes to an existing consent so ownership declaration has already been made.</p> <p>The National Regulations enable the submission of dual applications, and the LPA can not change national legislation.</p> <p>2.29 – this paragraph relates to arboricultural assessments not flood risk. Flood Risk is a later section. This document can not set material considerations or set planning policy. It is setting out the documentation that can be required to enable the consideration of existing policy and material planning considerations.</p> <p>2.204 – the requirement for means of foul water drainage is covered under another section of the document.</p> <p>Health Impacts Assessments – these are a nationally recognised form of assessment relating to health care provision and impacts upon that. Prevention and mitigation for potential impacts of flooding and raw sewage effluent would be matters for the other documentation listed in this Local Validation List (i.e. the Flood Risk Assessment and Foul Drainage Assessment).</p>

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	<p>Infrastructure - mismatch between existing infrastructure in towns and new housing development which then overwhelms infrastructure. This is pointed out consistently by communities / parish / town council</p>	<p>Enforcing neighbourhood Plan and affordable housing requirements – that is not a matter for the Local Validation List.</p> <p>Odour Assessment and requirements in relation to raw sewage, overloading systems etc. The means of foul water disposal would be a matter for a Foul Water Assessment. The requirement for an Odour Assessment is when a proposal has the potential to cause significant levels of odour, so would be required for a new water treatment works. It is also required for sensitive development close to existing sources of odour, so new homes near an existing water treatment plant would require one.</p> <p>2.314 – This paragraph relates to the submission of the landscaping (i.e. trees, shrubs, paving etc) details, not the provision of open space or proximity to open space. The comments submitted appear to be suggesting there should be a policy in terms of proximity to open space but it is not the role of this document to set planning policy.</p> <p>Community Facilities Statement – yes ACVs are community facilities, as set out in the policies which this document directs readers to.</p>

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		<p>It is not the appropriate to comment on specific sites or proposed through this document. However, it should be noted that there have been extreme weather events over the past few months which in turn lead to exceptional flood events. There are SuDs requirements for new developments, and the submission of details of SuDs are required to be submitted as set out in the Local Validation List.</p>
<p>Evolution Town Planning (David Barker)</p>	<p>We have reviewed the draft Local Validation List.</p> <p>We act for both of the owners of the Bentwaters Airfield and the owners of part of the Debach Airfield. We attach plans edged red showing our clients ownerships.</p> <p>We object to the requirement for additional contamination information being required on and MOD land or military bases.</p> <p>We object because the Validation list needs to reflect that while Debach and Bentwaters are former airfields they have been in commercial use for many years. The character of former airfields varies across the District with some in an undeveloped state while others such as Debach and Bentwaters have been significantly developed and used for employment for many years. There needs to be flexibility when preparing planning applications to reflect the difference between developing an existing well established industrial/employment area and developing an undeveloped airfield.</p> <p>For example, military use of Debach ceased around 1948. Debach Airfield has been used by our client’s business Debach Enterprises which is a major East Suffolk haulage and warehousing company working with local businesses such as Notcutts.</p>	<p>The requirements for Land Contamination Assessments within the Local Validation List was drafted on the basis of advice from the ESC Environmental Protection Team, who regularly comment on such matters on planning applications.</p> <p>A consistent approach has to be adopted with all former airfield and MOD sites. No formal evidence has been submitted as to why an exception should be made for these particular former airfields.</p> <p>The development of these two sites has taken place over a number of years, during which the required assessment levels for contamination were lower than under current regulations.</p> <p>Also, due to the nature of some of the uses and when they were proposed, they would also not</p>

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	<p>They have been using the area shown edged red on the attached plan at Debach since 1976. The site is a modern warehouse facility. It has modern drainage infrastructure in place. The developments undertaken over the past 48 years mean that the risk of land contamination is low. There have been no issues of drainage, flood risk, or contamination on the site.</p> <p>Bentwaters is a large employment area, and has been in employment use for many years. It was decommissioned as a military base in 1995 and has been in commercial use from 2001. The site has provided commercial space for many companies and hundreds of employees for a long time. The site has a modern drainage system in place. We have undertaken a large number of planning applications at Bentwaters since 2012 and there have been no issues of drainage, flood risk, or contamination arising from these applications. Since the site wide Masterplan application was approved in December 2015 reference C/10/3239, there has been no need to submit information on contamination as these issues have been addressed.</p> <p>We hope that the above comments will be taken into account. If more information is needed, or if you would like to visit the airfields, please lets us know. We would be grateful if you could contact us when you have had a chance to consider these comments and let us know the Councils response.</p>	<p>necessarily triggered the need for land contamination investigation, and/or the assessments made at those times would not meet todays requirements.</p> <p>Therefore, there could be yet unidentified contamination on these former airfields, which would need to be assessed and considered in the determination of future applications.</p> <p>Therefore, no changes are to be made to the Local Validation List in this regard.</p>
J Elliot	<p>I am writing on behalf of Waldringfield Parish Council. WPC discussed this document at our January meeting and agreed the following comments.</p> <p>We found the new validation list to be very comprehensive & informative but were a little disappointed that our previous suggestion regarding an interactive cross referencing table has not been incorporated.</p> <p>It is very difficult for an applicant to find out which documents are required for specific types of application. The current list of documents, which are in alphabetical</p>	<p>A spreadsheet/grid approach was previously considered by officers, but discounted because it would have to be a very large and complex grid/table, which would be unlikely to fit on a single screen or sheet, because of the significant number of application and proposal types that can be submitted, and the significant number of other factors that can influence what is required such as on site features and designations. As a</p>

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	<p>order, is extremely difficult to navigate unless an applicant already knows which supporting document may be required for the particular type of application they wish to make. We suggested that each of these validation documents are allocated a number. A new, possibly interactive, document could then be created in the form of a table/grid with most/all the types of applications listed on the vertical axis and all of the local validation documents listed by their allocated number across the horizontal axis. The various validation documents required for each type of application could then be indicated by an * in the intersections of the appropriate vertical and horizontal axes. Ideally, the * would link to the actual validation document.</p> <p>The information on such a grid will be easy to read and applicants (and consultees) will be able to identify which documents are required for most types of application.</p> <p>Best regards</p> <p>J Elliot (Vice Chair, Waldringfield Parish Council)</p>	<p>result of its likely size and complexity, it would be unwieldy and very difficult for most people to use, especially on devices with smaller screens.</p> <p>Therefore, a more interactive website style approach with the guidance integrated with the list will be provided on the ESC website.</p>
<p>Melton Parish Council (Pip Alder)</p>	<p>Melton Parish Council discussed this consultation document. It was felt that asking volunteer Councillors, with no formal planning training, to review a 126 page document was unrealistic. They would really appreciate a crib sheet listing the significant changes being proposed by this consultation.</p> <p>Some observations:</p> <p>Air Quality Assessment In most circumstances this will only be required for ‘Major’, but those generating a considerable number of traffic movements to/from the site close to an AQMA and/or generating potential air pollution from the nature/type of activity on site will always require such an assessment.</p>	<p>Unfortunately, the Local Validation List has to be long, due to the nature of the subject matter and the need for it to list and explain all of the documents and drawings that can potentially be required for applications.</p> <p>There were a lot of changes from the previous version of the Local Validation list (the count on tracked changes prior to the final amendments ready for consultation shows more than 3,200 revisions, from the 2020 version of the list). Therefore, it is not realistically possible to provide a crib sheet.</p>

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	<p>Question - What is the definition of 'Major' and 'considerable number of traffic movements'?</p> <p>Biodiversity - why are National Landscapes not referenced?</p> <p>Daylight / Sunlight Assessment When required to validate an application:</p> <ul style="list-style-type: none"> • This is required for all applications where the development is likely to have an adverse impact on the current levels of daylight/sunlight enjoyed by adjacent properties or buildings, including associated gardens and amenity space. <p>Question - How is 'likely to have an adverse impact' determined?</p> <p>p25 and p112 references AONB. Needs to change to National Landscape</p>	<p>The Town and Country Planning (Development Management Procedure) (England) (Order) 2015, defines ‘Major’, ‘Minor’ and ‘Other’ types of planning applications.</p> <p>‘Considerable number of traffic movements’ would be dependant upon the proximity of the site to sensitive receptors, the likely type of traffic movements and the nature/type of activity on site. Therefore, it can not be defined in terms of precise numbers, due to the variability in these influencing factors.</p> <p>National Landscapes are no referenced within the Biodiversity section because they are landscape not ecology/bio diversity designations.</p> <p>The likelihood of applications having an adverse impact upon light levels is usually dependant upon height, depth and proximity of the proposal to a boundary and/or receptor (e.g. a window serving a habitable room) and the orientation of the site, the neighbouring properties and the proposal. The BRE standards are commonly recognised as the means to make such an assessment.</p> <p>The draft Local Validation list referred to AONB, rather than the new term of ‘Suffolk and Essex</p>

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		Coast and Heaths National Landscape’ because the name change occurred after the document had been drafted. The reference to AONB have been replaced with ‘Suffolk and Essex Coast and Heaths National Landscape’.
NHS Norfolk and Waveney Integrated Care Board (-)	<p>Thank you for consulting the Norfolk and Waveney Integrated Care System, Strategic Estates team on the Local Validation List.</p> <p>Following a review of the documents, I can confirm that the strategic estates function are happy that the following documents are included in the required documentation to validate an application...</p> <ul style="list-style-type: none"> • Community Consultation Statement • Community Facilities Justification Statement • Dwelling sizes and tenure plan/schedule • Health Impact Assessment • Phasing Plan • Planning Statement • Site Location Plan <p>These help the NHS understand and model the impact of a potential new development on healthcare services.</p> <p>For applications which involve a care home/care facility or student accommodation, it would be beneficial for the ICB to see a needs assessment from the applicant to understand the requirement/rationale behind these applications.</p>	The recommendation for applications which involve a care home/care facility or student accommodation to include an assessment are noted and this has been added to the Health Impact Assessments section of the Local Validation List.
National Highways	Thank you for your letter, dated 08 December 2023. You have requested our comments on the above-mentioned draft.	The inclusion on the Site Location Plan, of the location of the site in relation to the Strategic Road Network, particularly for schemes close to

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(Shamsui Hoque)	<p>National Highways is a strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority, and street authority for the Strategic Road Network (SRN). As such, we have responsibilities for managing the SRN in accordance with the requirements of its licence and in general conformity with the requirements of the Highways Act 1980, and to satisfy the reasonable requirements of road safety.</p> <p>We have reviewed the supporting document titled, East Suffolk Local Validation Requirements – The “Local Validation List”, dated November 2023 Consultation Draft.</p> <p>I have the following comments to make:</p> <ol style="list-style-type: none"> 1. Proposed Development Site’s Location Any proposed development site requires a location. For National Highways we like to understand the nearest Strategic Road Network (SRN) and the SRN junction which will be used by the proposed development site. 2.Trip Distribution While proposed development has forecasted trip generation, then it requires stating how those future development trips will be distributed on the road network. National Highways will be interested to see the peak hours trip distribution and route assignment. Trip generation – how many arrivals/departures in each peak period? Sometimes the information is presented only as a percentage. We like to see the number of future trips for both LGVs and HGVs (where applicable). 3.Consultation Notification For the scoping opinion or any pre-consultation, depending on the development scale and nature, a Transport Assessment (TA) which will be submitted as part of EIA later. We would like to be engaged at an early opportunity, preferably in advance of any application, to comment on the scope and approach to be used in the TA. 	<p>or directly increasing traffic movements on to a junction is reasonable. Therefore, this change has been made to the Site Location Plan requirements in the List.</p> <p>Officers agree that the requirement for a Glint and Glare Assessment should also be added to the Local Validation List. In addition to the requirements recommended by the Highways Agency, it should also be required for locations located alongside or within the vicinity of the local highway network and heliports. These changes have been made to the list.</p>

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	<p>4. Traffic Impacts National Highways standard practice is to require junction capacity modelling of developments that add +30 two-way trips in the peak hour to SRN junctions, and that they must provide mitigation where this results in an increase in congestion at overcapacity junctions.</p> <p>As a matter of principle, we would normally start looking for a developer’s Transport Assessment to consider the site’s impact at the SRN if it met one of the following criteria:</p> <ul style="list-style-type: none"> • It was seen as likely to generate more than 30 additional two-way trips in the peak hour at the nearest SRN junction; or • It was physically located so close to an SRN junction that traffic entering and leaving the site could affect the safe and free flowing operation of the SRN junction in question. <p>5. Policy Documents The assessment should be undertaken in accordance with DfT Circular 01/2022 “The Strategic Road Network and the Delivery of Sustainable Development” or any subsequent version. The document “The strategic road network: Planning for the future (A guide to working with Highways England on planning matters)” and the Planning Practice Guidance PPG (the National Planning Policy Framework NPPF dated December 2023 or any subsequent version) provides additional information.</p> <p>6. Road Safety Audit Requirements Where any mitigation proposed physically interacts with the SRN, National Highways recommends the DMRB design standards and expect that any mitigation scheme to be supported by (where applicable):</p> <ol style="list-style-type: none"> a. Appropriate designs and supporting junction modelling. b. Requirements for Safety Risk Assessment (GG104) c. Walking, Cycling and Horse-riding Assessment and Review (WCHAR – GG142) d. Stage One Road Safety Audit (GG119) <p>Note: Where the proposed development is related to the Strategic Road Network (SRN), then all these Road Safety Audit are required to complete with National</p>	

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	<p>Highways recommended format, as guided by the Department of Transport’s standards.</p> <p>7. Construction Traffic Management Plan (CTMP) As part of the planning application, we suggest submitting a Construction Traffic Management Plan (CTMP). The CTMP should include (but not limited to) agreement on travel routes during construction and operation to and from the proposed development site and the nearest Strategic Road Network (SRN) junction, which measures to minimise delivery of construction materials during peak periods.</p> <p>8. Glint and Glare Assessment Where there is a Solar Farm application, it requires a Glint and Glare Assessment report to cover the surrounding road users, especially, where the proposed development site is along the boundary of any Strategic Road Network. In addition, this Glint and Glare should be assessed considering a regular vehicle’s driver’s eye level, as well as for any Heavy Goods Vehicles (HGVs) driver’s eye level too.</p> <p>Note: Glint and Glare Assessment is also applicable for any airport which is located near the proposed solar farm site.</p> <p>I have no other comments to make. Please contact me if you require any further information.</p> <p><u>Standing advice to the local planning authority</u> The Climate Change Committee’s 2022 Report to Parliament notes that for the UK to achieve net zero carbon status by 2050, action is needed to support a modal shift away from car travel. The NPPF supports this position, with paragraphs 73 and 105 prescribing that significant development should offer a genuine choice of transport modes, while paragraphs 104 and 110 advise that appropriate opportunities to promote walking, cycling and public transport should be taken up.</p>	

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	<p>Moreover, the build clever and build efficiently criteria as set out in clause 6.1.4 of PAS2080 promote the use of low carbon materials and products, innovative design solutions and construction methods to minimise resource consumption.</p> <p>These considerations should be weighed alongside any relevant Local Plan policies to ensure that planning decisions are in line with the necessary transition to net zero carbon.</p>	
<p>PURE architecture ltd (craigh page)</p>	<p>I am limiting my response to housing.</p> <p>The document is not easy to navigate due to its volume.</p> <p>It appears that projects smaller than '10 dwellings' are not regarded as being so important in their contribution to the local environment. One or two houses can have a worse effect upon a local population when it is at their door. Nine homes that are ill thought out and harmful, seem as though they might have a less onerous planning route than ten homes of an exceptional standard. The measure of what has to be submitted ought not be based upon numbers at all but be determined on a pre-application study that looks specifically at the quality of the design and its 'fit'.</p> <p>In housing specifically, it is hugely disappointing that the same old, (poor) designs are rolled-out with very little regard for materials, (other than brick or render colours). In every other industry engineering has been embraced.</p> <p>There is little regard for a 'family home' nor any aspirations to create inspirational, adaptable living spaces. The mass 'unit' builders are given complete authority to keep building their houses from standard templates with no regard at all for the people who have no choice but to live in them. It is worthless to have such rigorous controls on development when the fundamental basis of their approved and sanctioned designs are flawed.</p>	<p>As explained in the text on the consultation webpage and in the notifying email to consultees, the information was presented in a pdf format to enable consultation on its contents, but a more interactive website style approach with the List and guidance integrated will be provided on the ESC website, so that it easier for users to access the information requirements for their proposed applications.</p> <p>The Validation Process can and should not access the quality of a scheme or proposals. Such assessment is a matter for the determination process of the application with consideration of Planning Policy and material planning considerations.</p> <p>The Validation Process and hence the Local Validation List is purely seeking to ensure sufficient information is submitted with an application to enable the proposals to be assessed through the determination process.</p>

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	<p>We should learn from countries that do have good housing for their populations not just keep building more of the same poor standard housing using materials that the house builders are actively encouraged to use.</p> <p>'2.62. Any new residential development (including conversions/sub-division to create additional units) within the Zone of Influence will be required to mitigate the effects of the development and show how this will be achieved prior to approval of planning permission.</p> <p>In smaller development this is most efficiently achieved through payment of the RAMS contribution only. For sites comprising of more than 50 dwellings and in more sensitive locations, a bespoke approach including payment of RAMS and demonstration of on[1]site/off-site mitigation measures may be required.'</p> <p>It was disappointing that the Authority itself refers to the creation of 'units' when homes would seem appropriate.</p> <p>These schemes should not 'mitigate the effects but be compelled to enhance and genuinely improve the environments they are to fit into. It seems that there are very many housing developments that don't have sufficient infrastructure or services to support them yet they gain approval with a simple payment of a CIL 'fee' or other strange contributions that do nothing to improve the quality of the local scheme for the people who live in and around them. The success of a scheme should be judged upon the quality; the proximity of its very local services, and whether the design will encourage neighbours to be aware and engage with each other. All of it missed in the evaluation of a scheme from a planning perspective. We once referred to it as community, not a word I have seen in the document when I passed my eye over it other than in its reference to CIL.</p> <p>'2.142. Based upon national guidance, a design and access statement should: • explain the design principles and concepts that have been applied to the</p>	<p>Therefore, these comments relating to design quality and aspirations for shaping housing development would be appropriate if this was a document setting Local Planning Policy, i.e. a Local Plan or Supplementary Planning Document. They are not matters that can be covered through the Local Validation List as it is not setting Local Planning Policy., for consideration in the determination of applications.</p>

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	<p>development, • demonstrate the steps that have been taken to appraise the context of the development and how the design of the development takes that context into account in relation to the proposal.'</p> <p>The National Guidance could fall short. If the context in which a design sits is poor it takes a small amount of effort and cost to raise the bar. The cumulative effect of an opportunity to develop should be to ensure that each area affected by a development is lifted to a point that really makes a difference for the community that is there, and more, allows it to flourish. Houses should provide safety, opportunities to integrate with neighbours and the opportunity for privacy too. Daylight and sunlight should be used within homes more effectively throughout the day in order to reduce the reliance on artificial lighting and, crucially, to provide a perception of the outside environment.</p> <p>Unfortunately, there is little control over the building of these homes and it allows these tiny cells / tiny rooms to be created. It is unsurprising that mental health consequences are being experienced on an ever increasing and ever alarming scale. This seems not though to be a material consideration nor is it required by Government/National Policy. Are we really destined to just keep taking the same old route with the same, increasing negative outcomes?</p> <p>Although apparently comprehensive, the Policy has some serious omissions that nobody, either in local or national government seem to see as relevant to a development assessment.</p>	
Persimmon Homes (Kerry Smith)	Paragraph 2.7 (p16) refers to Biodiversity Gain Plans and notes that this is required for all 'major' developments. According to government guidance, mandatory BNG and Gain Plans should only apply to new outline and full applications, reserved matters pursuant to prior permissions are not in scope and are exempt. This is due to reserved matters not technically being a planning permission upon which to attach the requirement.	There was a known need to revise the whole Biodiversity Net Gain section, as it was drafted in Spring 2023, prior to legislation and guidance being published.

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	<p>I also note that many of the paragraph numbers do not match with the headings, which could cause confusion.</p> <p>Many thanks.</p>	<p>This section of the Local Validation List has since been redrafted to refer to the national requirements, and has been reviewed by the ESC Ecology Team. It makes no additional local requirements.</p>
<p>Pigeon Investment Management Ltd (William Page)</p>	<p>Dear Sir/Madam,</p> <p>Pigeon has a number of land interests in East Suffolk and welcomes the opportunity to participate in this consultation. Our comments are provided in the interests of facilitating high quality mixed-use sustainable schemes within East Suffolk and maintaining our ongoing collaborative working relationship with the local authority. Whilst we agree with the majority of the proposed changes to the Local Validations List (“LVL”), we feel that a number of subtle changes are necessary to facilitate greater flexibility, particularly in differentiating between different types of planning application.</p> <p><u>2.16 Construction Management Plan/Method Statement</u></p> <p>Though it is not a formal requirement, section 2.16 states that a Construction Management Plan/Method Statement is ‘strongly encouraged in order to reduce the potential need for conditions on the consent’. We suggest that it is amended so Construction Management Plans/Method Statements are encouraged unless the application is for Outline planning permission. This is because the details necessary to produce such a document would not be known when preparing an Outline application. Furthermore, a Construction Management Plan/Method Statement can also be secured via a planning condition. Though in practice the Council may not be expecting these details to be provided earlier in the planning process, we would appreciate if this were officially acknowledged within the LVL.</p> <p><u>2.24 Dwelling Sizes/Tenure Plan</u></p>	<p>The comments relating to construction management plans are noted. The wording of this part of the List has been amended to make it clearer that the encouragement for their submission relates to applications for full planning permission and reserved matters application to reduce the need for pre-commencement conditions.</p> <p>Details of dwelling sizes (i.e. no of bedrooms) and mixes/tenures are required at the outline stage (even if those details are only indicative at that stage), so that an assessment can be made as to whether that the requirements of planning policy relating to housing mix can be met.</p> <p>The housing mix and tenure is also often required to be included within legal agreements/S106 agreements, which have to be completed at outline stage. Therefore these details need to be included as part of the outline application submission.</p>

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	<p>Similarly, section 2.24 states that ‘A Dwelling Sizes and Tenure Plan/Schedule is required on all schemes that include proposals for more than two residential units.’ We recommend that Dwelling Sizes and Tenure Plans/Schedules are required unless the application is for Outline planning permission. Details on dwelling sizes and tenures will not always be known at Outline stage so in some cases the requirement would be impossible to fulfil. Dwelling Sizes and Tenure Plans/Schedules can also be secured via a planning condition.</p> <p><u>2.50 Phasing Plan/Schedule</u> Section 2.50 requires a Phasing Plan/Schedule ‘where the development is to be phased, for whatever reason’. More specifically, ‘A Phasing Plan/Schedule must detail which order the development is going to take place. It is recommended this is provided in the form of an annotated layout plan(s) and a schedule listing the order in which each plot/unit will be commenced and completed.’ Whilst we support transparency in terms of making the Council aware that phasing would be the preferred approach as early as possible, the precise details of phasing, such as individual plot details, will often not be known at Outline stage. We recommend that the requirement to provide a ‘Phasing Plan/Schedule’ is relaxed for Outline applications, so developers are required to provide less detail when applying for Outline planning permission. As above, the Council can also secure a Phasing/Plan Schedule via planning condition to ensure details are shared at a later date.</p> <p><u>2.30 Flood Risk Sequential and Exception Test</u> Section 2.30 states that ‘in addition to a Flood Risk Assessment, a Flood Risk Sequential Test will be required for ‘vulnerable use’ developments.’ One of the criteria for developments having to meet this requirement is ‘if the application is for Major development’. We suggest that Major sites with an allocation should be excluded from the requirement because the Sequential Test would have been undertaken at Local Plan preparation stage. There is already such an exception listed for Non-Major development in paragraph 2.193: ‘Non-Major development unless: The site has been allocated for development and subject to the test at the plan</p>	<p>Similarly phasing often needs to be known to form part of the legal agreements/S106 agreements, which have to be completed at outline stage. The indented method of phasing can also influence the way conditions on the planning permission have to be worded, such as the trigger points for certain things to be completed by. Therefore, these details are required as part of outline applications.</p> <p>Therefore, no changes are to be made to the Local Validation List in terms of the requirement for housing sizes and tenure mix , and phasing to be submitted on outline applications.</p> <p>The comments relating to the wish to exclude allocated sites from the need for the sequential test for Major sites, are noted. This was the intention, but officers accept that the formatting of this section of the document altered the way in which this section was read. Therefore, this part has been reformatted to make things clearer.</p>

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	<p>making stage (provided the proposed development is consistent with the use for which the site was allocated and provided there have been no significant changes to the known level of flood risk to the site, now or in the future which would have affected the outcome of the test).’ We recommend that there should be a similar exemption for Major Development.</p> <p>Thank you in anticipation of your consideration of the above comments.</p> <p>As detailed above, if it would assist the Councils to meet to discuss any of the points that we have raised in this representation, then we would be happy to do so.</p> <p>Yours faithfully,</p> <p>William Page</p>	
<p>Save Our Country Spaces (B Robinson)</p>	<p>(Original email To Colin Hedgley, Dan Clery, to be taken to the committee on our behalf.) Meeting Details Strategic Planning Committee Date/Time: 8 Jan 2024 – 10:30</p> <p>Comment and ‘Customer Experience’ relating to Current Validation List and due process Our reported incidents relating to planning and development (outstanding from 2021-2023) which are impacting our 2 properties, plus adjacent landowners of SK170738, involve East Suffolk District Council and their Statutory and non statutory partners. Concerns raised in 2019 nd 2020 within our objections to proposals at IP69BZ likely to impact on, us have been realised sadly resulting to Enforcement action. The Parish Council objected in 2019 for similar reasons.</p> <p>Following recent serious shortfalls and major issues over the planning validation and development processes at IP69BZ, since 2019, (in particular non mains drainage non-compliance and pollution, fire safety /2005 Fire Safety Act/Building Control etc, we</p>	<p>This comments predominantly relate to a particular planning enforcement case and the associated planning application process on that site, and the respondents view on how a previous application was validated, and determined and how planning policy should be applied.</p> <p>The comments do not make specific comments on the wording or content of this document and Local Validation List requirements.</p> <p>Therefore, no changes are proposed to the document in response to these comments.</p>

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	<p>wish our concerns to be picked up by the Strategic Planning Management, which oversees Planning and Development Control.</p> <p>It is our view that if a robust validation process had been followed at the time (which it wasn't and may necessitate us making a complaint,) the need for Enforcement may never have arise. There needs to be a review as to why the validation process to date for Westerfield has been so poor.</p> <p>Our comments are material to Planning Enforcement, Building Control and Environmental and Public Health Protection.</p> <p>They affect public confidence and public trust; illustrate concerns, which we hope can be addressed in a partnership approach, with organisations such as East Suffolk Planning Alliance, Parish Councils and residents groups.</p> <p>We will respond to the Consultation on Validation List (and comment on our experiences of the Validation process to date). We welcome the emerging SPD Draft Rural Development Supplementary Planning which, together with a robust validation List, should improve matters by providing guidance on barn conversions, farm diversification, annexes, tourism and agricultural development, and includes guidance on permitted development rights.</p> <p>Our reported incidents relating to planning and development (outstanding from 2021-2023) which are impacting our 2 properties, involve various bodies, which are listed below, 1. East Suffolk, EP/EH, Planning Enforcement 2 The Environment Agency the use of non-mains foul drainage in England is contained within the Water supply, wastewater and water quality, the principles set out in the PPG are expanded upon in Building Regulations 3. SCC Drainage and Flood 4. Building Control Bodies Approved Inspectors and LA BCB 5. Solicitors for various landowners FYI, as we go into 2024, we wish for the important strategic matters highlighted below, specifically on non mains drainage, to be discussed within the East Suffolk</p>	

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	<p>Strategic Planning Committee as part of the Validation List debate? We understand it met for it’s Annual reviews on the 8th January 2024?</p> <p>There is an urgent need for a revised understanding on Validation requirements as outlined in the 2020 Validation List and a question as to why this list was not routinely followed?</p> <p>As there is the likelihood of new Planning Applications coming through, or retrospective Planning Applications in the near future, for which this needs to be taken into account, we ask politely that the Current Validation process is scrutinised and improved ahead of this revision being adopted please. For the avoidance of any confusion or doubt, at either Planning Officer case validation process stage, or subsequent determination of any applications, (either new or retrospective), <u>case officers must be aware of the requirements/guidance outlined on the Planning Portal for private non mains foul drainage</u>, to ensure proposals for non-mains drainage for non-major development complies with the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG), as well as East Suffolk’s Environmental Protection and Planning and Development Control’s responsibilities over it.</p> <p>‘Advice for local authorities on non-mains drainage from non-major development</p> <p>Purpose of the guidance In April 2015 the Development Management Procedure Order (DMPO) Schedule 4 was changed so the Environment Agency is no longer a statutory consultee for non-major development proposing non-mains drainage. This change means it is the local planning authority's (LPA's) responsibility to ensure proposals for non-mains drainage for non-major development complies with the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) without Environment Agency advice. This advice has been provided to help LPAs do this and it is the LPAs choice if they want to use this guidance. This advice can also be used by LPAs for major developments where the Environment Agency locally no longer provides bespoke</p>	

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	<p>omments.'https://www.planningportal.co.uk/services/authorities/LPAresources/LPA-advice-drainage/non-mains-drainage</p> <p>It is up to the Environmental Protection and (or Environmental Health Teams) to 'parallel process' the FDA1 checklist and formal document during any planning validation and determination process.</p> <p>'Foul drainage assessment form (FDA1This form may be used as part of a planning application that incorporates a proposed non-mains foul drainage system. From: Environment Agency Published 25 August 2011</p> <p>Last updated 30 August 2017'https://www.gov.uk/government/publications/fouldrainage-assessment-form-fda1 -----</p> <p>During 2019 and 2020, this process seemed to be outside the radar of East Suffolk Planning and Development Control. It was deemed outside the remit of Environmental Protection, contrary to our understanding of the process required. A complaint remains unresolved on this.</p> <p><u>This must not be allowed to happen in the future with any new or retrospective applications.</u></p>	
<p>Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council (Steve B...</p>	<p>I am writing to let you know that the Parish Council considered the proposals at its meeting on 17 January and has no comments to make.</p> <p>Thank you for offering us the opportunity to consider the document.</p>	<p>Comments noted.</p>

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<p>Suffolk Constabulary (Jackie Norton)</p>	<p>Thank you for the opportunity to comment on this proposed revision.</p> <p>As Suffolk Police Design Out Crime Officers (DOCO’S) we provide input around Crime Prevention Through Environmental Design (CPTED) into all residential, commercial, hospital and school planning applications. Designing out crime is pivotal to the sustainability of an area.</p> <p>Crime, fear of crime and anti-social behaviour all have negative impacts upon community well-being and quality of life. As well as the direct costs of crime experienced by its victims, fear of crime contributes to social exclusion, particularly for vulnerable groups.</p> <p>Promoting principles of design known to reduce the opportunity for crime to occur is one of the most important ways in which Local Authorities can address crime issues. Layouts and designs have the potential to make crimes more difficult to commit, increase the likelihood of detection of criminal activity and improve public perceptions of safety and improve the health and well-being of residents.</p> <p>Along with CPTED principles Suffolk Police promote Secured by Design (SBD), a police initiative, to guide and encourage those engaged within the specification, design and build of new homes, schools, hospitals or commercial properties to adopt crime prevention measures. The advice given by SBD has been proven to reduce the opportunity for crime and the fear of crime, creating safer, more secure, and sustainable environments. Secured by Design is owned by the Police Service and is supported by the Home Office and referred by the Department for Communities and Local Government in Approved Document Q.</p> <p>As you will be aware the Crime and Disorder Act 1998 (in particular Section 17) places a duty on local authorities to exercise their functions with regard to the likely effects on crime and disorder in their areas in partnership with the police and other public bodies. Suffolk Police continuously advise developers at the earliest stages of</p>	<p>The inclusion of a Crime Prevention Statement for the types of application referred to in these comments is a reasonable addition. Crime prevention and designing out crime are material considerations in the determination of applications, and there is a policy basis for the consideration of such matters. It is therefore reasonable to require the submission of a statement to enable the applicant/agent to explain how such matters have been considered in their proposal etc.</p> <p>Therefore, a “Crime Prevention Statement” has been added to the Local Validation List.</p>

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	<p>project planning to pursue ‘Secured by Design’ accreditation in consultation with their Designing Out Crime Officers.</p> <p>Having reviewed the draft Validation List document there appears to be no reference to any Crime Prevention proposals. Suffolk Police consequently ask that within the updated validation list there is a requirement for developers to seek advice from a Designing Out Crime Officer (DOCO) at an early stage to ensure that their proposals positively impact on crime prevention objectives. Even when developers are not intending to apply for SBD accreditation, they should negotiate with the DOCO to ensure that the principles of Crime Prevention Through Environmental Design (CPTED) are applied.</p> <p>Suffolk Police were pleased to see that Ipswich Borough Council (IBC) consulted with our Ipswich DOCO, on the review of their validation list, and IBC have now embedded a “Statement of Crime Prevention Proposals” into their validation requirements.</p> <p>Suffolk Police therefore recommend that the following statement is embedded in the East Suffolk Council Validation List please.</p> <p>Statement of Crime Prevention Proposals It is requested that for all major developments (as defined in the draft document) and any applications relating to public buildings, HMOs, or demolition of buildings, are required to produce a statement that demonstrates that crime prevention measures have been incorporated into the design.</p> <p>This should include reference to the relevant Secured By Design (SBD) guide, detailing how issues such as the layout of the whole development, orientation of buildings, natural surveillance, boundary treatments, parking arrangements, access control where appropriate, secure cycle storage provision, lighting and building site security have taken crime prevention guidance into account. Annotated plans should be included where relevant.</p>	

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	<p>Members of the public can be directed to Design Guides (securedbydesign.com) for further guidance.</p> <p>This should ensure compliance with: East Suffolk Waveney Local Plan (March 2019) Policy WLP8.29 Design to ‘Take into account the need to promote public safety and deter crime and disorder and 8.173 “Promoting public safety and discouraging crime and disorder are important outputs of a well-designed scheme. Development proposals should incorporate 'Secured by Design' principles and encourage natural surveillance over public areas. Particular care will be required in the design of car parking areas, landscaped areas, public spaces and pedestrian routes in order to avoid creating crime and disorder issues. Development proposals should give early consideration to access by emergency vehicles, plus hard standing and provision of fire hydrants for fire service vehicles. The Suffolk Fire and Rescue Service strongly encourage the provision of automated sprinkler systems.</p> <p>East Suffolk Coastal Local Plan (adopted Sept 2020) Policy SCLP11.1: Design Quality “f) Take into account the need to promote public safety and deter crime and disorder through well-lit neighbourhoods and development of public spaces that are overlooked and Policy SCLP11.2: Residential Amenity outlines “h. Safety and security”.</p> <p>Broads Authority (adopted May 2109) Policy DM43: Design g) Crime prevention: The design and layout of development should be safe and secure, with natural surveillance. Measures to reduce the risk of crime and antisocial behaviour should be considered at an early stage so as not to be at the expense of overall design quality.</p> <p>Please do not hesitate to contact me if you require clarification on any of these points.</p>	

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<p>Suffolk County Council (Luke Cantwell-Forbes)</p>	<p>Please find attached comments on the draft Local Validation List, on behalf of Suffolk County Council in its capacity of the Local Highway Authority.</p> <ul style="list-style-type: none"> • Section 2.4 – Application Forms and Ownership Certifications: it would be useful if the application forms could include details of existing and proposed parking for each use. This should include cycle, powered two-wheeled vehicles, electric vehicle and vehicle parking, as well as disabled parking (where applicable). • Section 2.5 – Arboricultural Assessment and Tree Survey: it should be clear that any trees situated within highway maintainable at public expense that are anticipated to be impacted by development should be included within the submitted Arboricultural Assessment. • Section 2.10 – Block Plan / Site Layout Plan: the list details the need for both visibility splays to be included and details of the species, position and all trees within or overhanging the application site. It would be worthwhile specifying that any trees situated within the visibility splays should be included, given that they may be impacted by the visibility splays. • Section 2.16 – Construction Management Plan / Method Statement: should also include: - parking and turning for vehicles of site personnel, operatives and visitors. - loading and unloading of plant and materials. - piling techniques (if applicable). - storage of plant and materials. - provision and use of wheel washing facilities. - details of measures to prevent mud from vehicles leaving the site during construction. - monitoring and review mechanisms. - details of deliveries times to the site during construction phase - layout of facilities above to be included on a plan. • 2.31 – Floor Plans: paragraph 2.200 outlines that dimensions should be provided to enable assessment of the space available for the parking of vehicles – this could include cycle parking, where no alternative provision is proposed. 	<p>The comments on the application forms are noted. However, Planning Application forms are produced nationally, and therefore East Suffolk Council can not reasonably set its own requirements for their content. However, details of existing and proposed parking are requirements of the Block Plans/Site Layout Plans.</p> <p>In terms of the comments related to trees within the highway maintainable at public expense that are anticipated to be impacted by the development, these should be included in any case because they would be trees within or overhanging the application site (i.e. the area outlined in red, including the visibility splays etc). However, in the interests of clarity an additional sentence has been added to the document alongside the changes resulting from the comments from the ESC Arboricultural and Landscape Manager.</p> <p>Similar changes have also been made to the Block Plan / Site Layout Plan in terms of adding in reference to ‘trees situated within highway maintainable at public expense that are anticipated to be impacted by development.’</p> <p>The comments relating to Construction Management Plan / Method Statement are</p>

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	<ul style="list-style-type: none"> • 2.42 – Landscape details: paragraph 2.268 outlines that full landscape details will be expected at RM stage or as a pre-commencement condition. The importance of ensuring sufficient space is retained for landscaping – particularly tree planting – early on could be highlighted, given historic problems with securing suitable space for planting. • 2.49 – Parking layout plans: paragraph 2.317 outlines that “it should clearly indicate the proposed parking spaces including any within carports cartlodges or garages”. It could be revised to include the following in bold to highlight the need to provide details of associated infrastructure, particularly what infrastructure is to be provided for cycle parking: ...“it should clearly indicate the proposed parking spaces and associated infrastructure including any within carports cartlodges or garages”. • 2.53 – Refuse storage/presentation plan: it would be useful to highlight that bin presentation and storage areas should be situated outside of highway maintainable at public expense where bins may present an obstruction to highway users. • 2.64 – Transport Statement or Assessment: SCC welcomes the inclusion of considering all modes of travel within this section. SCC would typically expect accident data to be submitted for a 5-year period as a minimum (not 3-years proposed within paragraph 2.402). Reference is made to NPPF 2019 within paragraph 2.401. • General comment: it would be good if there was a section specific to Active Travel and Sustainable Transport which emphasised the importance of designing the site to promote and prioritise active and sustainable travel modes. <p>While it may not be considered an essential component of validating a planning application, SCC in its capacity of Local Highway Authority is keen to direct developers to the Active Travel England: planning application toolkit early in the planning process to ensure that sufficient consideration is being given to promoting sustainable travel. As stated by Active Travel England, the planning application</p>	<p>endorsed. These items should be included in such a document. Therefore, the Local Validation List has been amended to include those listed along with details of mechanisms to control noise, vibration and dust. This change should add clarity to applicants/agents in terms of what is expected to be within Construction Management Plan / Method Statement.</p> <p>The recommendation to include dimensions on spaces for cycle parking are sensible and reasonable. The Local Validation List has been amended.</p> <p>The comments relating to Landscaping details are noted and consistent with those from the Arboricultural and Landscape Manager. Amendments have been made to the text within this section of the Local Validation List.</p> <p>The addition relating to Parking Layout Plans is reasonable given that things like electric charging points etc often now need to be provided for parking spaces. Change made to the Local Validation List.</p> <p>The comments relating to ensuring bin areas are outside the highway are reasonable, given that if there is not adequate space the bins can end up in the highway (including pavements) where</p>

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	<p>assessment toolkit helps to gather evidence and assess the active travel merits – walking, wheeling and cycling – of a development proposal. It should be used by local authority planning and transport officers in conjunction with the applicant.</p>	<p>they create a highway hazard. Amendment made to the Local Validation List.</p> <p>Comments noted about 3/5 year period for accident data and the old version of the NPPF, and the Local Validation List has been amended accordingly.</p> <p>The comments regarding the use of the Active Travel England: Planning Application toolkit, are something which could assist applicants/agents in a positive way to improve development proposals from the outset. An amendment has therefore been made to the Local Validation List suggesting applicants/ agents refer to that toolkit, and relevant ESC guidance documents on sustainable travel and healthy environments.</p>
<p>Suffolk County Council Archaeological Service, (Louisa Cunningham)</p>	<p>Thank you for consulting SCCAS. Please see below for our comments.</p> <p><u>Section 2.6 Archaeological Assessment</u> Overall this is a good section and makes clear the importance of archaeological assessments. It is good to see that early consultation with SCCAS is advised as is use of the Suffolk HER.</p> <p>2.37 – Would the following rewording of this paragraph be appropriate: <i>On sites with known archaeological potential or that have potential to contain heritage assets with archaeological interest, an archaeological assessment must be included with the planning application for development proposals which include</i></p>	<p>Such positive comments on the document are appreciated by officers.</p> <p>The recommended rewording of paragraph 2.37 is appropriate and would make the circumstances where the submission of an archaeological assessment more reasonable. Paragraph amended in the Local Validation List.</p> <p>The changes to paragraph 2.38 are also reasonable, and therefore the changes have been made to the Local Validation List.</p>

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	<p><i>works at or below ground level to ensure that provision is made for the preservation of important archaeological remains.</i></p> <p>Our reasoning is that the original statement reads as if all applications will require a full archaeological assessment which is not something we require, it is only necessary on sites of known or potential archaeological interest and often the archaeological assessment can be undertaken via suitably worded conditions rather than at pre-determination stage.</p> <p>2.38 – We would recommend the following rewording of the first and second bullet points: <i>Those which contain or are in the vicinity of sites of archaeological significance as identified on the Suffolk Historic Environment Record (see link below)</i> <i>Are in areas of known high archaeological potential, such as (but not limited to) river valleys, historic settlement cores, and in the vicinity of Scheduled Monuments.</i></p> <p><u>Section 2.36 Heritage Statement or Impact Assessment</u> Overall this section is very comprehensive, particularly section 2.232 describing in detail what should be included in a statement. We would recommend adding to the last point in section 2.232, that photographs should include both internal and external images of any buildings involved in proposals. An additional note is that since NPPF was updated in December 2023, the reference in section 2.226 needs to be updated to paragraph 200 (previously 194).</p> <p>Please let me know if you have any questions.</p>	<p>In the addition of a reference to photographs being of both the interior and exterior of the building is appropriate, and would add clarify in terms of what is expected. Therefore a change to that effect has been made to the Local Validation List.</p> <p>The paragraph number for the NPPF has been deleted, along with other NPPF paragraph number references elsewhere within the Local Validation List, so that the Local Validation List remains correct in this respect, if/when the NPPF is revised at its paragraph numbers are amended again.</p>
Town Clerk - Southwold town council (LESLEY Beevor)	<p>Ref sect 2.10 -site/ floor block plans.</p> <p>The site/ block/ floor plans provided as 'Existing plans' should be produced in the same scale as those showing 'Proposed plans' so that the 2 are directly comparable.</p>	<p>Officers agree that presenting existing and proposed plans at different scales can make it more difficult to understand what is proposed to be changed. This also applies to other plans such as elevational drawings.</p>

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	Using different scales for each causes confusion and mis understanding as to what amendments are being proposed.	A note has been added to each section of the list where this is relevant.

As part of reviewing the document following the consultation process, a number of other minor changes have been made to the Local Validation List in order to add clarity in terms of what is required and/or enable additional hyperlinks to ease with navigation for future users.

Appendix B: Draft version of the “East Suffolk Council Local Validation List 2024”

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)



East Suffolk Local Validation List

March 2024

Final draft with amendments based upon a review of the consultation responses received

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1. Section 1 - Introduction

- 1.1.1. This Local Validation List explains what information will normally be required to accompany an application to enable it to be validated by the Local Planning Authority. We will only require information that will be a material consideration in the determination of the application. **Be aware that certain information is essential before an application can be validated.**
- 1.1.2. The Town & Country Planning (Development Management Procedure) Order 2015 (as amended) sets out the national information requirements for planning applications: the national list. All planning applications must be accompanied by the information set out in the national list. Without this information, your planning application cannot be validated and the process for deciding the application will not commence.
- 1.1.3. In addition to the national list the Council has adopted a local list (this document). The local list clarifies what information is usually required for applications of a particular type, scale or location. Section 2 of this document sets out the local list.
- 1.1.4. The [East Suffolk ArcGIS mapping system](#) can be used to check whether a proposed application site is within any of the zones and designations referred to within the checklist and application types guidance.
- 1.1.5. When we receive planning applications, we check to see that we have all the information we need to determine an application, and that the plans, certificates and fee are correct. This process is referred to as the validation of the application. It is in your interests to get this correct as the application is not passed to a planning officer and processed further until it is valid (see [common reasons why applications are invalid](#)).
- 1.1.6. We will use the 'Local Validation List' (this document) to check that all the necessary information has been submitted. However, it will remain at the discretion of officers as to whether to validate an application, on the basis of the submitted documents/drawings and their content. If an application is lacking in information that in the view of officers is necessary for the understanding and determination of the application, the application will not be validated until that information/those documents are received.

- 1.1.7. If a scheme is acceptable and permission is granted, then 'conditions' can be imposed requiring the submission of further information. Further applications to **discharge these conditions**, for which a fee is payable, then need to be submitted. You may wish to consider submitting additional information at the initial planning application stage, in order to avoid the submission of further details later which may hold up your development.
- 1.1.8. Common areas where information can be provided beforehand, to prevent pre-commencement conditions having to be applied, include:
- Materials – i.e. Supplier and make / colour of bricks/tiles
 - Boundary treatments
 - Hard landscaping – particularly showing permeable surfaces
 - Parking and turning layouts to satisfy highway requirements
 - Tree protection details
 - Soft landscaping
 - Drainage schemes
 - External lighting details
 - Contamination surveys / assessments
- 1.1.9. As part of our pre-application process we will identify what information will need to accompany an application and you are therefore recommended to seek this advice. Further details can be found at [Pre-application advice service » East Suffolk Council](#)
- 1.1.10. The fact that an application has been validated does not mean that the quality of the plans/documents has been fully assessed. The Local Planning Authority reserves the right to:

- Seek further information with regard to the submitted plans/documents
 - Seek information on material planning issues that have not been addressed in the application where they are relevant to the nature of the application.
- 1.1.11. This includes situations where a plan/statement/document has been submitted to meet a validation requirement, but fails to include sufficient detail and/or meet the criteria set out in section 2 of this document.
- 1.1.12. These aspects will need to be satisfied before any potentially positive decision is made on the application.
- 1.1.13. If during the course of the consideration of the application, it becomes apparent that further information is required, you may be given an agreed period of time to submit this information. We aim to make this request as early in the process as possible, to avoid any unnecessary delays in the determination of the application.
- 1.1.14. However, please note, due to the time frames set nationally for the determination of applications, and the potential need for further consultation processes/time periods on any additional information, it is not always possible to allow for the submission of additional documentation during the application process.
- 1.1.15. If additional information is deemed necessary by the Local Planning Authority and sought from you, but not submitted within the defined timescale, or there is insufficient time within the course of an application for the submission of, and consultation on, the required additional documentation, the application may be refused on the basis of lack of information. Alternatively, you could withdraw the application and submit a fresh application accompanied by the requested additional information.
- 1.1.16. We therefore ask you to carefully consider the constraints of a site before submitting your application; particularly as some of the additional information can take time to put together, and survey work may need to be carried out at a particular time of year.

1.2. Common reasons why applications are invalid

1.2.1. Even though the checklist is supplied to try and ensure applications include all necessary documentation, omissions still occur, adding delay to the application validation process. The most common of these are:

- No or incorrect location plan submitted (with the direction of North not identified or missing licence and copyright information, or no red line marking the extent of the application site)
- No block plan submitted
- No existing elevation/floor plans submitted
- Certificate A/B/C/ D & merged Agricultural Holdings within the application form not signed
- Incorrect fee/no fee submitted
- Design and Access Statement missing
- Heritage Statement missing,
- Lack of tree survey
- Lack of ecological survey
- Lack of contamination survey/assessment

1.3. What if further information or a fee is required?

1.3.1. We will endeavour to notify you within five working days, detailing the reasons for invalidity. We will specify what needs to be provided and give a timescale for the submission of the missing information or fee. If this is not submitted within the given timescale, the application will be returned to you and no further action will be taken on it.

1.4. Online and electronic submissions

- 1.4.1. East Suffolk Council is able to receive the majority applications electronically via the Planning Portal (www.planningportal.co.uk). This is the preferred method of receipt.
- 1.4.2. If applications are submitted by hand this may delay the registration of the application as all the documents will need to be scanned and uploaded onto the Council's website.
- 1.4.3. All information contained in this document is correct at the date of publication. It is likely that some requirements may change over time. Changes will be incorporated when the document is revised.

1.5. Application Descriptions

- 1.5.1. There are no national regulations specifying precisely how an application description should be structured and/or what it should include. However, it is recommended that the description placed on your application is clear, precise and accurately covers what consent is sought for, without being very long winded. The same advice applies no matter what the application is for. Guidance on how to word application descriptions for specific types of application is set out within the application guidance that has been produced to support this Local Validation List (can be accessed via the [Validation Webpage](#)).
- 1.5.2. Please note that the exact wording you place on your 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 your decision forever more. 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.

2. Section 2 – Local Validation Requirements

2.1. Introduction

- 2.1.1. Please note, in addition to the specific policy references included within the sections below, some policies (within the district level Local Plan Documents and the Neighbourhood Plans), include their own specific requirements.
- 2.1.2. Therefore, it is recommended that in addition to the requirements set out below, the requirements of the relevant policies are submitted with applications, to ensure that those can be validated upon submission, and appropriate levels of information are submitted to demonstrate compliance with policy and/or why an exception to policy should be considered.

2.2. *Agricultural Diversification Statement*

- 2.2.1. Although not a formal requirement for the validation of an application. If a scheme is proposed as a farm or rural diversification scheme, it is recommended that an Agricultural Diversification Statement is submitted as part of the planning application, as it provides an opportunity for applicants/agents to explain how they consider their proposals comply with the [National Planning Policy Framework \(NPPF\)](#) and relevant Local Planning Policies within the district level [Local Plans](#) Policies and where applicable [Neighbourhood Plan](#) Policies.
- 2.2.2. This statement should:
- Provide justification on how the diversification proposals will assist in retaining viability of the farm and how the proposal links with any other short term or long-term business plans for the farm.
 - Explain how the use and scale relates well to the setting of the existing farm and how it relates to the farming activities remaining predominant on the site.
 - Provide detailed information and justification that demonstrates that the proposal will contribute to the viability of the farm as a whole and its continued operation,
 - How the diversification would retain or provide additional employment for the local community and jobs more generally,
 - The means by which the conversion of existing buildings will be undertaken sympathetically to the traditional character of the farm.
 - For farm shops as part of a farm diversification scheme, the proposal must identify the products produced on site or locally.
 - For proposals within the former Suffolk Coastal Area, this statement should also explain how the scheme accords with Local Plan Policy SCLP4.4 (Farm Diversification) in all other respects
- 2.2.3. This statement could form part of a [Planning Statement](#)

2.3. *Air Quality Assessment*

2.3.1. **When required to validate an application:**

- **When a proposal, whether residential, commercial or of another type, has the potential to cause significant levels of air pollution or exposes future occupants to existing poor air quality.**

2.3.2. **This is required where development proposals could impact upon local air quality, are located within or close to or accessed through [Air Quality Management Areas \(AQMA's\)](#), or where there are proposed potential harmful emissions to air quality arising either directly (i.e. from onsite activities) or indirectly (i.e. from traffic movements even if some distance away) from the proposed development.**

2.3.3. In most circumstances an air quality assessment will only be required for 'Major' applications, but those generating a considerable number of traffic movements to/from the site and/or generating potential air pollution from the nature/type of activity on site will always require such an assessment along with a [Transport Statement or Assessment](#).

2.3.4. The assessment should indicate the potential change in air quality resulting from the development and outline mitigation measures as necessary. Reference should be made to the latest edition of EPUK and IAQM document '[Land-Use Planning and Development Control: Planning for Air Quality](#)' for initial guidance on when an Air Quality Assessment will be required, and where it is considered necessary.

2.3.5. Reference should also be made to [Planning Practice Guidance: Air Quality Assessments](#)

2.3.6. Depending upon the nature of the use, the application may also need to be accompanied by an [Odour Assessment](#).

2.3.7. For Annual Air Quality Reports for the East Suffolk District see [Air Quality Reports » East Suffolk Council](#)

2.4. *Amendments/Changes Statement*

2.4.1. An Amendments/Changes Statement or a [Variation of Condition Statement](#) is required for all applications seeking:

- **Variations of Conditions**; or
- **Non-material Amendments**; or
- **A planning application seeking consent for a fresh planning permission (outline or full) or reserved matters approval, to previously consented scheme(s) that remains live.**

2.4.2. This includes applications seeking variations/amendments/revised proposals on previous Variation of Condition Consents.

2.4.3. This statement may be in the form of a written statement, and/or schedule and/or a table listing the changes. Plans annotated with the changes must also be included so it is clear to all those involved in the process, precisely what the changes are.

2.4.4. The statement and plans must detail/list **all** of the proposed changes, amendments or other variations from that previously consented, in a clear and accurate manner.

2.4.5. If such a statement is included as part of a [Planning Statement](#), this should be made clear either in a covering letter/email or in the title of the Planning Statement document.

2.5. *Application Forms and Ownership Certifications*

- 2.5.1. You will need to complete and submit the application form that is relevant to the type of application you are seeking. The forms for most applications can be submitted online or be downloaded as ‘paper forms’ (pdf format) from the [Planning Portal website](#).
- 2.5.2. The form must be fully completed with all sections of the application form completed accurately including but not limited to the following sections on planning application forms (where the question is included on that application form):
- Description of the proposed works. This must cover all proposed works and/or changes of use whilst being as concise as possible. Guidance on how to word application descriptions for different proposals can be found in the introduction sections of the guidance for each application type (the guidance can be accessed via the [Validation Webpage](#)).
 - Existing and proposed floorspace for each use. This is vital to ensuring you pay the appropriate [application fee](#), can have significant implications for schemes that are [Community Infrastructure Levy \(CIL\) liable](#) and in proposals for retail floorspace can trigger the need for a [Retail Impact Assessment](#).
 - The site area. In some applications this is vital to ensuring you pay the appropriate [application fee](#).
 - Trees and Hedgerows – This is vital to ensuring that the potential need for an [arboricultural assessment and tree survey](#) is identified prior to the submission and validation of any planning application, including those for extensions or outbuildings at existing homes. If this section of the application form is falsely completed to declare there are no trees or hedgerows within the relevant locations, when there are such features, then the applicant would be making a misleading claim, which would likely result in significant delays in the determination of the application if/when an arboricultural assessment and tree survey is requested and has to be produced and submitted on behalf of the applicant. If it is not supplied, the application may be refused on the grounds of lack of necessary information.
 - Hours of use. This section should be completed, particularly for commercial and community uses, so that officers are aware of how and when the use is intended to operate. Conditions limiting hours are often included on such consents, and therefore having this information upfront as part of the application form can potentially reduce the likelihood for hours conditions to be imposed that are in conflict with the way a site is intended to be used.

Ownership Certificates

- 2.5.3. You must complete an ownership certificate for the land within the red line on the [Site Location Plan](#) , on **all applications** except:
- an application for Reserved Matters,
 - works to trees protected by Tree Preservation Orders,
 - Hedgerow Removal Notice,
 - any Prior Notification application,
 - notification of works to trees in Conservation Areas,
 - applications for Express Consent to display an Advertisement,
 - Certificate of Lawfulness applications,
 - Any post decision application (Discharge of condition, Non-material amendment).
- 2.5.4. These certificates are embedded within the application form itself.
- 2.5.5. For these purposes an ‘owner’ is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.
- 2.5.6. The responsibility for completing the appropriate Certificate rests entirely with the applicant. The Planning Authority has no records of the details of ownership or lease of land or buildings. The Planning Authority will therefore rely solely on the information submitted with the application and therefore to avoid any delay or challenge, it is important that the certificates are accurately completed.
- 2.5.7. Fill in **Certificate A** if the applicant is the only person who owns the application site and none of the land is part of an agricultural holding. This is what the completed certificate A confirms.

- 2.5.8. Fill in **Certificate B** if the applicant does not own the application site or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders, agricultural tenants). You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is, formally told them) that you were making the application by giving them the Part 1 Notice (see below). This is what the completed Certificate B confirms, which is required at least 21 days before the submission of the application.
- 2.5.9. You should use **Certificate C** if you know some owners or agricultural tenants but not all of them. In this case you must also explain what reasonable steps you have taken to identify other owners and/or agricultural tenants. You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is formally told them) that you were making the application. You will also have to place a public notice in a newspaper circulating in the area where the land lies, which is required at least 21 days before the submission of the application.
- 2.5.10. You should use **Certificate D** if you do not know any of the owners and/or agricultural tenants. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in the area where the land lies.

Part 1 Notice

- 2.5.11. A notice to the owners of the application site must be used if Certificate B has been completed, and may be required if Certificate C has been completed, and some owners other than the applicant are known. A copy should be served on each of the individuals identified in the relevant Certificate. It will be helpful if a copy of each Notice served, accompanies the application. This notice can be found on the [Planning Portal](#).

2.6. *Arboricultural Assessment and Tree Survey*

- 2.6.1. **An Arboricultural Assessment and Tree Survey are required when proposals could have an impact on significant trees on or adjoining the site, whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [conservation area](#) (and are therefore protected).**
- 2.6.2. **A Tree Survey and associate Arboricultural Assessment are required, where trees are:**
- **on or adjacent to the proposed development (even if not protected),**
 - **protected by a Tree Preservation Order, or**
 - **protected by their location within a Conservation Area,**
- 2.6.3. The following information is expected for all development applications where there any trees or hedges on the property or on adjoining properties which are within influencing distance of the proposed development. This includes any trees situated within highway maintainable at public expense that are anticipated to be impacted by development.
- 2.6.4. Development proposals involving minor works (such as replacement windows/re-cladding) or development which does not involve any excavation of the ground or pruning of trees (such as alterations/extensions to a roof) will not normally require an Arboricultural Assessment and/or Tree Survey.
- 2.6.5. As well as trees, the survey must indicate key landscape features such as ponds, hedges and wildlife corridors that may be affected by the proposed development. Trees to be felled and trees to be retained should be clearly identified.
- 2.6.6. An Arboricultural Method Statement should also be provided that sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings, schedules of any necessary tree work, and proposals for long-term maintenance.
- 2.6.7. Tree surveys and reports are typically valid for up to two years and should be undertaken by a suitably qualified arboricultural specialist in accordance with British Standard SB 5837: Tree Survey and Arboricultural Impact Assessment.

2.6.8. The need and level of information will be dependent on the type and scale of development as well as the quality and value of any affected trees/hedges. A BS 5837:2012 tree survey, undertaken by a suitably qualified arboriculturalist, shall be submitted where:

- Trees on or immediately adjacent to (within 15m of) the application site are subject to a Tree Preservation Order;
- Trees on or immediately adjacent to (within 15m of) the application site are within a Conservation Area;
- Or any trees/hedges on or immediately adjacent to (within 15m of) the application site have any other special merit or importance to the local landscape and the application includes:
 - The removal of trees or hedges;
 - Development within the RPAs and/or crown spreads of retained trees;
 - Development that may have an impact on trees/hedges within the development site or on adjacent land and/or when trees/hedges may adversely affect a proposed development.

2.6.9. **Note** - If it is considered that the risk to the trees/hedges on or adjacent to the site is low, or if the affected trees/hedges are not of sufficient quality or value to merit a full BS 5837:2012 report, then it shall be for the applicant/agent to demonstrate this, or provide details of a simple tree protection scheme accordingly. It may also be prudent to limit the extent of surveying and tree protection required, for example when dealing with isolated areas of large sites.

2.6.10. When considering the potential impacts upon trees as part of the designing of proposals, consideration should be given to the following (as appropriate):

- [Trees on development sites » East Suffolk Council](#)
- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) – Section 15 (Conserving and enhancing the natural environment)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Section on Natural Environment

- [National Planning Policy Guidance – Tree Preservation Orders and trees in Conservation Areas](#)
- [Arboricultural Association](#)

2.6.11. The [East Suffolk ArcGIS Mapping system](#) can be used to check whether a proposed application contains or is adjacent to a [Tree Preservation Order \(TPO\)](#) or [Conservation Area](#), but this does not override the need to undertake an appropriate survey of the site and identify all trees on or overhanging the site, whether they are protected or not.

2.6.12. Please note:

- **such 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.**

2.7. *Archaeological Assessment*

- 2.7.1. In accordance the [National Planning Policy Framework](#) an Archaeological Assessment may be required for certain applications.
- 2.7.2. **When required to validate an application:**
- **On sites with known archaeological potential or that have potential to contain heritage assets with archaeological interest, an archaeological assessment must be included with the planning application for development proposals which include works at or below ground level to ensure that provision is made for the preservation of important archaeological remains.**
 - **Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:**
 - **Those which contain or are the vicinity of sites of archaeological significance as identified on the on the [Suffolk Historic Environment Record](#)**
 - **Are in areas of known high archaeological potential, such as (but not limited to) river valleys, historic settlement cores, and in the vicinity of Scheduled Monuments.**
 - **Any larger sites which by their very nature have greater potential to impact on sites.**
- 2.7.3. You are advised to check with the [Suffolk Archaeological Service - Suffolk County Council](#), whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.
- 2.7.4. Assessments may form part of an Environmental Statement, where a proposal would fall within the guidelines of an [Environmental Impact Assessment \(EIA\)](#) development.

- 2.7.5. Historic England should be consulted on applications affecting Scheduled Monuments.
- 2.7.6.** It is also recommended that an Archaeological Assessment is submitted for any sites which are covered by a policy within the Local Plans or a Neighbourhood Plans that allocates the site for development and specifically highlights a requirement for scheme of archaeological investigation, evaluation and/or assessment.
- 2.7.7. The [Suffolk Historic Environment Record](#)(HER) is a useful source of archaeological information. However, please note an absence of reported archaeology might still mean that there is archaeology on a site, and it is not fully suitable for planning purposes because some sensitive information is withheld.
- 2.7.8. The findings of this assessment should be used to inform and shape the proposed scheme, particularly if it identifies a need to retain archaeological deposits in situ.
- 2.7.9. The [East Suffolk ArcGIS Mapping system](#) also contains some information that can be of use to identifying sites that may be of archaeological interest, as it includes layers identifying Listed Buildings and Conservation Areas, which often relate to the historic core of settlements.

2.8. *Biodiversity Net Gain Strategy/Information*

2.8.1. A Biodiversity Net Gain Strategy is required for the following types of development, unless the development is exempt from the mandatory Biodiversity Gain Objective as it meets a statutory exemption:

- All ‘Major’ Developments seeking Planning Permission after 12 February 2024,
- All ‘small sites’ (as defined below) seeking planning permission from 2 April 2024,
- Nationally Significant Infrastructure Projects from late November 2025,

2.8.2. A ‘small site’ is defined in the national guidance “[Biodiversity net gain: exempt developments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments) as:

- “residential development where the number of dwellings is between 1 and 9, or if this is unknown, the site area is less than 0.5 hectares
- commercial development where floor space created is less than 1,000 square metres or total site area is less than 1 hectare
- development that is not the winning and working of minerals or the use of land for mineral-working deposits
- development that is not waste development”

2.8.3. In accordance with National Guidance - [Understanding biodiversity net gain, the Biodiversity Net Gain Strategy](#), relevant applications should provide information on how the applicant/ developer intends to meet the Biodiversity Net Gain requirement (the Biodiversity Gain Objective), including details of proposed significant on-site enhancements. The Strategy should include a draft Biodiversity Gain Plan; completed Statutory Biodiversity Metric for both baseline and post-intervention habitats and condition assessment sheets for the pre-development habitats. A draft Habitat Monitoring and Management Plan (HMMP) should also be provided if significant onsite Biodiversity Gain is proposed.

- 2.8.4. If planning permission is subsequently granted it may be subject to conditions and/or legal agreement requiring the submission, approval and implementation of a Biodiversity Net Gain Plan.
- 2.8.5. The draft Biodiversity Net Gain Plan is required to show how the developer will achieve Biodiversity Net Gain, and include evidence for the decisions made in how this intended to be achieved.
- 2.8.6. The Biodiversity Gain Plan and metric calculation must be carried out by a suitably qualified person (an ecologist) and in accordance with the national requirements the [Statutory biodiversity metric tools and guides - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/statutory-biodiversity-metric-tools-and-guides) must be used.
- 2.8.7. All relevant applications will be approved with a general biodiversity net gain pre-commencement condition which will require the submission of a final Biodiversity Net Gain Plan for approval prior to the commencement of development on site. The application to discharge this condition must include the final Biodiversity Gain Plan; completed Statutory Biodiversity Metric; completed Habitat Condition Assessments and a completed Habitat Monitoring and Management Plan (HMMP). If the applicant/developer fails to meet their Biodiversity Net Gain requirements, they may be in breach of planning conditions, planning obligations or legal agreements and therefore the Local Planning Authority could take enforcement action against them.
- 2.8.8. Further Guidance on Biodiversity Net Gain can be found via:
- [Understanding biodiversity net gain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/understanding-biodiversity-net-gain)
 - [Calculate biodiversity value with the statutory biodiversity metric - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/calculate-biodiversity-value-with-the-statutory-biodiversity-metric)
 - [Statutory biodiversity metric tools and guides - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/statutory-biodiversity-metric-tools-and-guides)
 - [Biodiversity net gain: exempt developments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments)
 - [Biodiversity Net Gain » East Suffolk Council](#)

2.9. *Biodiversity and Ecological Assessments*

2.9.1. **When required to validate an application:**

2.9.2. **Ecological Impact Assessment (EclA) will be required for any application which is within or may have an effect on:**

- **Sites designated or proposed for their biodiversity or geodiversity importance, i.e. Sites of Special Scientific Interest (SSSI), Ramsar sites, National Nature Reserves (NNR), Special Areas of Conservation (SAC), Special Protection Areas (SPA), County Wildlife Sites (CWS), and UK and Suffolk Priority (BAP) Habitats, Regionally Important Geological/geomorphologic Sites (RIGS) designations, National and Local Nature Reserves, Roadside Nature Reserves and County Wildlife Sites**
- **Areas including or close to recorded locations of Protected species, and UK and Suffolk Priority habitats or species, or areas likely to support such habitats or species.**
- **Other areas identified in pre-application discussions as potentially containing Protected and Priority species.**

2.9.3. **If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications received where these are clearly required but have not been undertaken/submitted will generally not be validated.**

2.9.4. The Suffolk Biodiversity Information Service be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shared as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal. Details of locally designated nature conservation sites and records of protected and Priority species are available from Suffolk Biodiversity Information Service (<https://www.suffolkbis.org.uk/>).

2.9.5. The [Suffolk Biodiversity Validation Checklist | Suffolk Biodiversity Information Service \(suffolkbis.org.uk\)](#) identify where habitats and species are most likely to be affected by different types of development. It should be used where a Biodiversity or Geodiversity Assessment is required.

- 2.9.6. The Checklist includes the relevant extract from the British Standard on Biodiversity (BS42020). BS42020 is a Code of Practice for biodiversity in planning. Section 8 refers to the requirement to provide adequate information to enable determination of planning applications.
- 2.9.7. Ecological Impact Assessments (EclAs) consider the impacts on species and habitats from a development proposal. They should identify how harm to habitats and species can be avoided and if necessary mitigated and/or compensated. Ecological enhancements to be delivered as part of the development should also be identified. The Ecological Assessment must be conducted at an appropriate time of year by a suitably qualified individual. Assessments should be proportionate to the nature and scale of development proposed and the likely impact on biodiversity. Where a Preliminary Ecological Assessment (PEA) has identified the need for species specific surveys in order to fully assess ecological impacts these surveys must be included as part of the planning application submission.
- 2.9.8. For proposals which may have an impact on SPAs (including cSPA), SACs (including cSAC) or Ramsar sites, and which are not wholly directly connected with or necessary to the conservation management of the site's qualifying features, sufficient information should be included to enable the Council to undertake a Habitats Regulations Assessment (HRA) under the requirements of the Conservation of Habitats and Species Regulations (2017) (as amended).
- 2.9.9. Although, not a specific Local Validation Requirement, it is recommended that applications for all new dwellings within 13km of SPAs, SACs or Ramsar sites, particularly those for 'Planning in Principle' are accompanied by details necessary to enable the Council to undertake a Habitat Regulations Assessment (HRA).
- 2.9.10. The Suffolk Coast Recreation Disturbance Avoidance and Mitigation Strategy (RAMS) is a partnership between East Suffolk Council, Ipswich Borough Council and Babergh and Mid Suffolk District Councils, supported by Natural England. Its aim is to reduce the impact of increased levels of recreational use on Habitat Sites (also often called European Sites), due to new residential development in the Suffolk Coast area, and to provide a simple, coordinated way for developers to deliver mitigation for their developments.
- 2.9.11. The Zone of Influence (ZOI) is the area where increased residential development will result in likely significant effects. As set out in the strategy, evidence shows that there is a 13 km ZOI around the relevant Habitat Sites in the Suffolk Coast area.

- 2.9.12. Any new residential development (including conversions/sub-division to create additional units/dwellings/homes) within the Zone of Influence will be required to mitigate the effects of the development and show how this will be achieved prior to approval of planning permission. In smaller development this is most efficiently achieved through payment of the RAMS contribution only. For sites comprising of more than 50 dwellings and in more sensitive locations, a bespoke approach including payment of RAMS and demonstration of on-site/off-site mitigation measures may be required. Details on this should be provided with your application as information to inform a Habitats Regulations Assessment (HRA).
- 2.9.13. Further details on RAMS and financial contributions are included within the [Draft Heads](#) of Terms section of this document.
- 2.9.14. Developments should also demonstrate how they provide ecological enhancements through the inclusion of ecological enhancement plans and strategies, commensurate to the type and scale of the development proposed.
- 2.9.15. Details on Geodiversity can be found within the Geodiversity Survey and Assessment [Report](#) Section of this document.
- 2.9.16. National, district level and neighbourhood plan policies seek to ensure proposals are appropriately assessed in terms of the natural environment. The specific policies relating to biodiversity and ecology, are too numerous to list here, but it is recommended that the relevant biodiversity/ecology related policies are referred to and considered, in the design of any proposals. Links to national, district level and neighbourhood plan documents can be found in the further information section below.
- 2.9.17. Further information on the consideration, protection and mitigation of development impacts upon protected species and designated habitats can be found via
- [Protected species and development: advice for local planning authorities - GOV.UK \(www.gov.uk\)](#)
 - [Ecology » East Suffolk Council](#)
 - [Habitat mitigation \(RAMS\) » East Suffolk Council East Suffolk Supplementary Planning Documents \(including RAMS\)](#)
 - [Natural environment - GOV.UK \(www.gov.uk\)](#)

- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Association of Local Government Ecologists \(alge.org.uk\)](https://alge.org.uk)
- [Chartered Institute of Ecology and Environmental Management \(CIEEM\)](https://www.cieem.org)
- [Natural England - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Suffolk Biodiversity Information Service \(SBIS\)](https://www.suffolkbis.org.uk)
- [Suffolk Biodiversity Validation Checklist | Suffolk Biodiversity Information Service \(suffolkbis.org.uk\)](https://www.suffolkbis.org.uk)
- [Suffolk Wildlife Trust](https://www.suffolkwildlifetrust.org)

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2.10. Biomass Boiler Form

- 2.10.1. Applications for any new or replacement biomass boilers must include the completed [Biomass Boiler request form](#) .
- 2.10.2. Full details of the location of the boiler, any associate flues/vents and the storage area for the fuel should also be included on the submitted [floor plans](#), [elevational drawings](#) and [roof plans](#) as appropriate.

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2.11. *Block Plan/Site Layout Plan*

2.11.1. Such Plans should be at a scale of 1:500 or 1:200, and should be on, or based on, an up to date licensed Ordnance Survey map or equivalent with licence no/details included), or a [topographical survey](#) and both the existing and proposed Block Plan/Site Layout Plans must accurately/include:

- Indicate the direction of North
- Include a scale bar
- Title to identify the development and subject of the drawing
- A unique drawing number which also indicates any revisions (e.g.1234Revision B)
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed)
- The date the plan was prepared or amended
- Show the proposed development in relation to the site boundaries, and other existing buildings on the site and neighbouring land.
- The species, position, and spread of, all trees within or overhanging the application site, including those on adjoining land with a canopy overhanging the application site (including trees situated within highway maintainable at public expense that are anticipated to be impacted by development), where those trees have a stem diameter of 75mm or more (measured at 1.5m above ground level). In terms of trees on adjoining land, those within a distance of up to 12 times their estimated stem diameter, shall be included. These details should be shown on the Block Plan/Site Layout Plan(s) in addition to any plans within an [Arboricultural Assessment.](#))
- The crown spreads and Root Protection Areas (RPA)s for any individual trees, and/or the overall extent of the canopy and average RPAs for woodlands or substantial tree groups, on the Block Plan/Site Layout Plan(s) in addition to any plans within an [Arboricultural Assessment.](#))

- All trees that are to be removed and/or retained clearly marked (on the Block Plan/Site Layout Plan(s) in addition to any plans within an [Arboricultural Assessment](#).)
- The extent and type of any hard surfacing, and the location and type of any associated drainage works (e.g. gullies and soakaways)
- The location, shape and scaled size of any [water management/SuDs features](#), (where appropriate/applicable).
- The proposed Block Plan must include details of the visibility splays for any new or amended vehicle accesses to the highway. control of the Local Highway Authority, and in the majority of cases will need to meet the requirements of the [Suffolk County Council Standard drawings for access layouts](#).
- The location, number and form of any vehicle or bicycle parking
- The location and shape of any vehicle turning area.
- The location of any Electric Vehicle Charging Points.
- The plan should highlight what type of vehicles the parking spaces are to be provided for (e.g. cars, two-wheeled motor vehicles, bicycles etc) which spaces are to be equipped with electric charging points and how those spaces meet the [Suffolk County Council Parking Guidance](#) in terms of size etc
- Boundary treatments including walls or fencing where this is proposed.
- The location and [definitive route of any Public Rights of Way](#) that cross or adjoin the application site must be shown on the existing and proposed Block Plans/Site Layout Plans. If the route that appears to be followed on the ground does not match the definitive route, that should also be shown on the drawings.
- On applications for new dwellings or new commercial units details of the position of refuse/recycling storage and presentation areas should also be shown on the proposed block plan and/or on a separate [Refuse Storage Plan](#).
- On sites for multiple new dwellings, new commercial units, or other uses from which recycling/waste collection will need to take place, the routes for waste collection vehicles including tracked path diagrams for turning and

manoeuvring must be shown on the block plan / site layout plan and/or [Refuse Storage Plan](#) and or another similar plan.

- On sites with existing significant variations in ground level and/or where works are proposed to alter ground levels (e.g. terracing, excavation before siting a building or to create a pond, or creating a plateau) the existing block plan will need to be accompanied by or maybe replaced by a [topographical survey](#), and the proposed block plan should include proposed levels. Existing and Proposed [Cross Sections](#) are also likely to be required.

2.11.2. Please note:

- **such 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.**
- **Although the Building Regulations is covered by separate legislation from Planning, consideration should be given to the requirements of Part O of Building Regulations from the outset, prior to the submission of the planning application, to avoid the scheme failing at the Building Regulations Stage and/or a significant redesign**

being required along with additional applications to amend any Planning Consent. This is recommended because Part O now requires thermal modelling and assessment in terms of overheating which can significantly impact design in terms of glazing and orientation of buildings.

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2.12. *Building Heights / Number of Storeys Plan*

2.12.1. **A building heights /number of storeys plan is required on:**

- **‘Major’ and ‘Minor’ Schemes proposing multiple buildings that would be of varying heights/ contain a different number of floors. These are particularly useful and a requirement of Major housing schemes containing a combination of different property scales such as some of/or all of the following types; bungalows, one-and-a-half storey dwellings, two-storey dwellings, two-and-a-half-storey, three-storey and/or taller.**

2.12.2. The plan should be a copy of the proposed site layout/block plan(s) annotated clearly to show the number of storeys within each building (or part of building if there is variation within a block/building). It is recommended this is in the form of clear numbering/text annotation and/or colour shading.

2.12.3. The colours used for the shading should be considerate of those who are potentially visually impaired (e.g. colour blindness) and should also be clearly contrasting to ensure that the distribution of each property scale is clear across the proposed site layout plan.

2.12.4. Residential developments for more than two dwellings should also be accompanied by a [‘Dwelling Sizes and Tenure Plan/schedule’](#).

2.12.5. **Please note:**

- **such 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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2.13. *Coastal Erosion Vulnerability Assessment*

2.13.1. **When required to validate an application:**

- **All new development, redevelopment, extensions to existing property and development or intensification of land uses in Coastal Change Management Areas (CCMA) (as identified on the [Policies Map](#) and on the [East Suffolk ArcGIS Mapping system](#)) and planning applications for all development within and 30 metres landward of the Coastal Change Management Area identified on the Proposals Map must be accompanied by a Coastal Erosion Vulnerability Assessment (CEVA).**

2.13.2. The scope of a Coastal Erosion Vulnerability Assessment should be appropriate to the degree of risk and the scale, nature and location of the development. The Vulnerability Assessment should demonstrate that the proposed development:

- Would not impair the ability of communities and the natural environment to adapt sustainably to the impacts of a changing climate
- Will be safe through its planned lifetime, without increasing risk to life or property, or requiring new or improved coastal defences;
- Would not affect the natural balance and stability of the coastline or exacerbate the rate of shoreline change to the extent that changes to the coastline are increased nearby or elsewhere.

2.13.3. The CEVA process must be applied if the CCMA plus Risk zone lies within any part of the area of land within which the development is proposed to take place and not only if the CCMA plus Risk zone includes the precise site of proposed development.

Local Plan	Location on the coast	Permanent residential development	Non-residential development	Temporary development & uses (e.g. caravans)	Extensions to existing development	Modifications to existing development
East Suffolk Council (Suffolk Coastal Local Plan)	Within CCMA	Not permitted	Level B	Level B	Level A	Level A
	CCMA or Hold The Line areas +30m risk zone ^[1]	Level B	Level A	Level A	Level A	Level A
	30m – 60m risk zone landward of coastal risk management structures in areas of soft cliffs ^[2]	Level B	Level A	Level A	Level A	Level A
East Suffolk Council (Waveney Local Plan)	Within CCMA	Not permitted	Level B	Level B	Level A	Level A
	CCMA (includes Hold The Line areas) +30m risk zone	Level B	Level A	Level A	Level A	Level A

^[1] The 30m risk zone, or buffer area, should be measured from the CCMA, or in Hold the Line areas from the landward edge of coastal defences.

^[2] Policy SCLP9.3 (Coastal Change Management Area) of the Suffolk Coastal Local Plan requires consideration be given to the preparation of a CEVA in areas of soft cliff located up to 60 metres landward of coastal defences where known geological information indicates that the capacity of coastal defences are likely to be adversely affected by development.

- 2.13.4. A [Hydrographical or Bathymetric Survey](#) will also be required where an application site and/or proposed works would either involve works below high tide level in the sea or an estuary, or below potential water levels within a river, stream, pond, reservoir or other water feature.
- 2.13.5. It is in effect a [topographical survey](#) (mapping levels and features) below water level. Where a site is both above and below water level, these surveys can be combined on one drawing.
- 2.13.6. Where Hydrographical or Bathymetric surveys are required and submitted, separate Marine License from the [Marine Management Organisation](#) will also likely need to be obtained.
- 2.13.7. Further relevant information can be found via:
- [National Planning Policy Framework \(NPPF\)](#) – section 14 (Flood Risk and Coastal Change)
 - [Local Planning Policy](#), including
 - Policy WLP8.25 (Coastal Change Management Area) for the former Waveney Area;
 - Policies SCLP9.3 (Coastal Change Management Area) and SCLP 9.4 (Coastal Change Rollback or Relocation) of for the former Suffolk Coastal Area;
- And
- [Proposals maps](#) and East Suffolk ArcGIS mapping system showing the Coastal Management Areas
 - [Development and Coastal Change Supplementary Planning Document](#)

2.14. Community Consultation Statement / Statement of Community Involvement

2.14.1. This document is required for all ‘Major’ developments.

2.14.2. If those seeking consent for smaller proposals wish to undertake pre-application community consultation and provide a statement covering the elements set out below, they can do if they wish, but it is not a requirement to validate the application.

2.14.3. The community consultation statement may be incorporated into the [Planning Statement](#) where appropriate.

2.14.4. As explained in the [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#)

“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality preapplication discussion enables better coordination between public and private resources and improved outcomes for the community.”

2.14.5. Therefore, a community involvement exercise should be undertaken prior to the submission of an application. A written statement should demonstrate that the views of the local community have been taken into consideration in the formulation of the development proposal.

2.14.6. The statement should include information on:

- The event/s held and who has been invited.
- Information on who attended the event/s and the comments made.
- What information was made available at each event.
- How the scheme has been changed in the light of the comments received

2.14.7. As a minimum, those invited to each event should include:

- Adjoining land owners and tenants,
- Local Residents and Local Business owners,
- Relevant Local Community/business groups e.g. if the site adjoins an area of open space managed by a Householders Association, they should be invited, or if the proposal is proposing the loss or creation of commercial space within or close to a town or district centre, the business group for that centre should be invited.
- The Town or Parish Council for the location of the proposed application site,
- In the case of proposals close to Parish boundaries or likely to significant alter traffic levels through a neighbouring parish(es), that/those Town or Parish Councils should also be invited,
- The relevant East Suffolk Council Ward Member(s),
- And
- The relevant Suffolk County Council Ward Member(s),

2.15. *Community Facilities Justification Statement*

2.15.1. **A Community Facilities Justification Statement is required on all proposals that include:**

- **The loss of existing community facilities and key services, whether that is buildings or openspace used for such purposes,**
- **The change of use of existing community facilities and key services, to alternative community services and facilities, whether that is buildings or openspace used for such purposes,**

And/or

- **The creation of additional community facilities and key services, whether that is buildings or openspace used for such purposes,**

2.15.2. The following recommendations on the content of such a statement are based upon the requirements of the relevant planning policies within the Local Plans.

2.15.3. For proposals which involve the loss of existing community services and key facilities (buildings and land), or the change of use to alternative community service and facility use, the Community Facilities Justification Statement should include:

- Evidence to demonstrate that there is no community need for the facility and the building and/or site is not required for an alternative community use on site; or
- Evidence to demonstrate that the current, or an alternative community use is not viable and marketing evidence is provided which demonstrates the premises have been marketed for a sustained period of 12 months (in accordance with the requirements set out in Appendix 4 to the Waveney Local Plan); or
- Evidence to demonstrate that the scheme would involve the provision of an equivalent or better replacement community facility either on site or in an alternative location in the vicinity that is well integrated into the community and has equal or better accessibility than the existing facility which meets the needs of the local

population/community.

- 2.15.4. For proposals which involve the loss of open space or community sport and recreational facilities should include a Community Facilities Justification Statement which demonstrates that either:
- The proposal is ancillary to the open nature of the area and will enhance local character, increase local amenity and be of greater community or wildlife benefit;
 - An open space assessment demonstrates the site is surplus to requirements including its ability to be used for alternative open space uses; or
 - The loss resulting from the proposed development will be replaced by equivalent or better provision in terms of quantity, quality and in a location that is equally or more accessible to the community
- 2.15.5. In the case of proposals resulting in the loss of Allotments, within the former Suffolk Coastal Area, the statement should include evidence that:
- shows that there is unlikely to be any future demand for the allotments; and/or
 - Other allotments exist and have the necessary capacity to meet demand; or
 - Alternative provision is made on an alternative site within the settlement which ensures an increase in the overall level and standard of allotments across the plan area.
- 2.15.6. For proposals which involve the creation of additional community facilities and key services, the Community Facilities Justification Statement should include details to demonstrate that the proposal would meet the needs of the local community, is of a proportionate scale, well related to the settlement which it will serve and would not adversely affect existing facilities that are easily accessible and available to the local community
- 2.15.7. Prior to the submission of such a proposal it is recommended that agents/applicants refer to the relevant Policies and any areas identified on the proposal maps of the [Local Plan](#) and [Neighbourhood Plan](#) (where applicable).

2.15.8. The relevant Local Plan Policies include:

- For the former Suffolk Coastal Area:
 - SCLP8.1: Community Facilities and Assets
 - SCLP8.2: Open Space
 - SCLP8.3: Allotments
- For the former Waveney Area:
 - WLP8.22: Protection of Community Services and Facilities
 - WLP8.23: Protection of Open Space

2.16. *Community Infrastructure Levy (CIL)*

2.16.1. The [Community Infrastructure Levy \(CIL\) Additional Information Form](#) and **CIL Form 2** are required:

For all proposals seeking the creation of new or additional floorspace for, or a change of use, to a use that is CIL liable and above the floorspace limits set out below:

2.16.2. [Download the forms - Community Infrastructure Levy - Planning Portal](#)

2.16.3. A new CIL Charging Schedule for the entire East Suffolk district was adopted in 2023. The following developments are now CIL Liable:

- The creation of new dwellings (whether conversion or new build) (use class C3),
 - The creation of new HMOs (houses in multiple occupation) /use class C4 units (excluding specialist accommodation as defined in the schedule),
 - Holiday accommodation, including Holiday Lodges not complying with the Caravan Act – in defined coastal areas
 - Many, but not all, of the Strategic Sites
 - Extensions, outbuildings and/or other additions with a gross internal floorspace of 100sqm or more, to existing residential properties (e.g. home extensions, annexes, large garages etc)
- and
- The creation of new or extensions to Convenience Retail units with a gross internal floorspace of 100sqm or more (e.g. supermarkets and other shops selling daily goods such as food and drink)

2.16.4. The rates within the new schedule are based both on the nature of the development and its geographical location, including different rates for some strategic sites allocated within the local plans.

- 2.16.5. All applications for CIL Liable development, will only be valid where both of the following are submitted:
- [Form 1: Additional Information](#) (please note the floorspace figures on this form must match those on the submitted [floor plans](#), and a revised form must be submitted if the floorspace is altered as part of revised plans during the planning application process)
 - [Form 2: Assumption of liability](#) - this must include a contact address, contact phone number and the individuals email address. It is not appropriate to record agent contact details on behalf of clients within the Assumption of Liability details.
- 2.16.6. Where the proposed floorspace of a domestic extension or retail unit is close to the minimum figure that triggers the need for CIL, it is expected and recommended that the CIL additional Information form is completed and submitted with the application, in order to demonstrate how/why the floorspace trigger is not met.
- 2.16.7. If relief or exemption is to be sought, it is recommended that the relevant [relief or exemption claim forms](#) are supplied as early in the process as possible following the acceptance of liability, potentially during the planning application process or immediately after planning permission has been granted.
- 2.16.8. **Please note** – relief or exemption cannot be sought retrospectively once works have started on site, so if the relevant forms are not completed and submitted prior to the commencement the development will be fully CIL liable.

2.17. *Construction Management Plan /Method Statement*

- 2.17.1. This is not formally required in order to validate an application, but supplying a Construction Management or Method Statement upfront is strongly encouraged on planning applications for full planning permission or reserved matters approval, in order to reduce the potential need for pre-commencement conditions on the consent (if granted) which would subsequently need to be discharged via a **discharge of condition** application, which can add additional time delays and costs to the developer during the pre-construction process.
- 2.17.2. Construction Management Plans/Method Statements should address:
- Public safety and site security.
 - Site operating hours.
 - Construction methodology and programme.
 - Controls to be put in place to limit noise, vibration and dust.
 - Proper management of air, dust, stormwater and site drainage/sediment.
 - Site waste management and materials re-use
 - Traffic management including access routes to and from the site (including a swept path analysis).
 - Site specific details which require detailed assessment e.g interface with adjacent owners.
 - Lighting, including location, luminance levels, angle, height, hours of use, and impacts upon light pollution and any matters of ecological importance.
- 2.17.3. They are required in order to provide safeguards during the construction phase of a development, on many aspects of potential impacts including protecting residential amenity from the adverse affects of noise, dust and vibration, ensure highway safety is maintained and avoid unnecessary pollution during the construction phase.

- 2.17.4. In order to address the above, Construction Management Plans / Method Statements should include the following as a minimum:
- parking and turning for vehicles of site personnel, operatives and visitors, loading and unloading of plant and materials (details of areas, layout and location to be shown on a plan along with details of hours of each activity)
 - piling techniques (if applicable).
 - storage of plant and materials (area and location to be shown on a plan)
 - provision and use of wheel washing facilities (details of area, facilities and location to be shown on a plan).
 - details of measures to prevent mud from vehicles leaving the site during construction (details to be shown on a plan and/or detailed in a statement).
 - monitoring and review mechanisms (to be detailed in a statement).
 - details of deliveries times to the site during construction phase
 - and details of mechanisms to control noise vibration and dust.
- 2.17.5. Therefore, Construction Management or Method Statement may need to include and/or be based upon other surveys or assessments, which depending upon the specific nature of the proposal and application site can include:
- [Air Quality Assessment](#)
 - [Arboricultural Assessment and Tree Survey](#)
 - [Biodiversity and ecological assessments](#)
 - [Contaminated Land Assessment/Land Contamination Questionnaire](#)

- [Conversion Specification](#)
- [Lighting Assessment/Details of Lighting Schemes](#)
- [Noise impact assessment or acoustic report](#)
- [Sustainable Construction Statement/Plan](#)

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2.18. Contaminated Land Assessment / Land Contamination Questionnaire

- 2.18.1. The National Planning Policy Framework states that; responsibility for securing a safe development rests with the developer and/or the landowner. However, the Local Planning Authority needs to be able to assess the potential long term safety of a development and ensure appropriate mitigation from potential sources of contamination is secured in order that the site is suitable for the proposed end use.
- 2.18.2. There are various definitions of land contamination assessments. The NPPF provides some guidance. The Environment Agency's (EA) [Land Contamination Risk Management \(LCRM\)](#) provides definitive guidance on risk assessment, describes the various Tiers within Stage 1 risk assessment and sets out what a Tier 1 report should contain. BS10107 also provides some useful guidance and definitions. It should be noted that in isolation an Envirosearch or similar environmental search document would not be considered as a satisfactory Stage 1, Tier 1 report.
- 2.18.3. **When land contamination information is required to validate an application:**
- **If there is reason to believe contamination could be an issue on the proposed application/development site, because it has been previously identified, either through a previous planning application or via other means such as land/property searches, and/or due to its existing or former use e.g:**
 - **Commercial/Industrial uses involving the production, use and/or storage of machinery and/or chemicals, and the proposal is for an alternative use,**
 - **Agricultural buildings or external areas that could have included the storage of fertilizers or other chemicals, or fuel tanks, or that were used for the housing of livestock, and the proposal is for a non-agricultural use which is more vulnerable to contamination.**
 - **MOD land /Military bases (including but not limited to those shown on the [East Suffolk ArcGIS Mapping system](#) schemes for an alternative use of a Minor or Major nature, i.e. not householder development),**
 - **Refuse waste recycling and/or landfill sites on or adjacent to the application site**
 - **Former/existing petrol/diesel filling stations**

And/or

- **the application is for a development that has a sensitive use (such as residential (including the creation of an annexe and/or new dwellings), holiday lets, schools, nurseries),**

- 2.18.4. Developers should provide proportionate but sufficient site investigation information to determine the risks it may pose to whom/what structures, so that the risks can be satisfactorily reduced to an acceptable level.
- 2.18.5. As a minimum, a Phase 1, Tier 1 assessment/study will be required. A Stage 1, Tier 1 study consists of a desktop study (such as a full environmental search document which has been reviewed prior to submission), site walkover and initial risk assessment. Each step of this study is described in more detail within the LCRM guidance. As required by the NPPF, the study must be carried out by a competent and suitably qualified person (see NPPG Annex 2 for definition, and further guidance within [Land contamination risk management \(LCRM\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/land-contamination-risk-management-lcrm) The National Quality Mark Scheme (NQMS) accredits competent persons with regard to assessing and reporting land contamination issues. It should be noted that his preliminary risk assessment stage may include some intrusive site investigation in order to update the initial conceptual site model.
- 2.18.6. Where the Stage 1, Tier 1 Assessment concludes and identifies a potential risk of contamination, a more detailed Tier 2 (General Quantitative Risk Assessment or Tier 3 (Details Quantitative Risk Assessment) will be required. This involves more in-depth investigation than including intrusive on site investigation, soil sampling and analysis. The purpose being to determine if there are any unacceptable risks to people and the environment.
- 2.18.7. Applicants should note that where significant contamination is known or is likely to be present, it may be necessary to carry out some site investigations before the submission of an application, as significant contamination may limit the suitable end users of that land.
- 2.18.8. If contamination is not suspected, and the development is only for 1-2 dwellings on existing residential land or a Greenfield site then a [Land Contamination Questionnaire](#) and an environmental search should be completed and submitted for review. Environmental searches may be obtained from various companies who keep large databases of environmental information which detail various previous land uses that may indicate the existence of potential

contamination. The Environmental search must be dated within 12 months of the date of the application and have a minimum search radius of 250m.

2.18.9. The only exception to the above requirements for a new Stage 1, Tier 1 Land Contamination Assessment, (and associated Tier 2 or 3 where required) would be if either:

- there is an extant consent on the site, for similar development to that proposed on the current application, and there has been no material change in circumstances since that consent was granted.

Or

- The site has already been redeveloped from one of the uses identified above, to a vulnerable use and appropriate decontamination was undertaken at that time.

2.18.10. If an application is seeking an exemption from providing a Stage 1, Tier 1 land contamination assessment, a short justification statement/letter should be submitted to explain how the application meets one/or both of the above exceptions.

Note on asbestos/asbestos containing materials.

2.18.11. It is important on development sites where buildings may contain asbestos containing materials (ACM), that they are surveyed/assessed and that competent and licensed contractors are involved in any removal and disposal from site. ACM can commonly be found in older agricultural, commercial and industrial buildings, schools, hospitals and some older residential buildings. The ACM can be present in building elements such as roof sheets, guttering, downpipes, other site pipes, tanks and general building insulation panels. In many cases the presence of ACM per se is not a risk unless the condition of the element has deteriorated and become friable.

2.18.12. All/any works that might involve ACM should first begin with a survey, and all/any contractors involved in handling ACM at any stage of a project should follow appropriate Health and Safety law and guidance. In particular, reference should be had to the HSE Guidance document [HSG264 \(Asbestos: The survey guide\)](#). All ACM must be handled carefully by a competent contractor, and any ACM transported from site, and disposed of off-site must be done so by licensed waste carriers, to a site suitably licensed for its disposal. It is vital works are conducted on site in such a manner as to not

contaminant previously 'clean' site areas with friable ACM.

2.18.13. Further sources of relevant information include:

- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Land contamination risk management \(LCRM\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – provides guiding principles on how planning can deal with land affected by contamination
- [Environmental Protection Act 1990: Part 2A - Contaminated Land Statutory Guidance \(publishing.service.gov.uk\)](http://publishing.service.gov.uk) [East Suffolk Council Contaminated Land Strategy and Public register](#)
- [East Suffolk Land Contamination Questionnaire](#)

2.19. *Conversion Specification*

2.19.1. **When required to validate an application:**

Where Planning Permission is sought to convert a building to an alternative use and physical alterations are required to the building to facilitate this change in use.

2.19.2. Common examples include the conversion of agricultural buildings to holiday lets and/or dwellings, but these requirements are applicable no matter what the existing and proposed uses.

2.19.3. It is required to demonstrate that the building is capable of being converted in accordance with the requirements of the NPPF, NPPG, Local Planning Policy and in some cases the requirements of the Listed Buildings and Conservation Areas Act 1990.

Requirements:

2.19.4. **The conversion specification must be based upon a [Structural Survey](#) and consist of the following as a minimum:**

- [Floor Plans](#), [Roof Plans](#), [Elevational Plans](#) and [Cross-sections](#) specifically identifying the elements of the building proposed to be
 - The elements to be Retained in their current form,
 - The elements to be altered,
 - the elements to be removed/replaced,
 - and
 - the new elements proposed.

- A statement, drawings and/or other documents setting out the proposed specification material, colour, finish and size for all new elements. In the case of new fenestration, full details of the framing profiles will also be required in accordance with [Joinery and Window details](#).
- Where the building(s) proposed for conversion are
 - [Listed](#) (including those that are curtilage listed),
 - within a [Conservation Area](#)
 - or potentially identifiable as a [Non-Designated Heritage Asset](#),

a [Heritage Statement/Assessment](#) must also be submitted which should be used alongside the Structural Survey to inform decisions on which elements are to be retained or lost, as identified in the Conversion Specification.

And

- Where the building(s) need to incorporate features or works are required to be undertaken in a certain way in order to safeguard Protected Species or other ecological matters, these must be included as part of the Conversion Specification, and be informed by the [Biodiversity and Ecological Assessment](#).

2.19.5. **The details shown on the plans must include, (but not be limited to):**

- All structural elements e.g. all elements of the frame (including upright posts, cross beams, roof trusses etc),
- All external finishes, including the removal of any cladding, render, brickwork, tiles, slates etc and details of any replacement finishes,
- Any works required to the foundations, including details on whether the building currently has foundations and if they need improvements and/or if there are no foundations, the conversion specification must detail what works are proposed to be undertaken to secure the long-term structure of the building (e.g. underpinning which areas).

- Any works to the building/floor slab, including details of the extent to which the existing floor slab has to be removed, i.e. which areas of the building, and details of the type of works e.g. to lay a damp proof membrane and new slab material laid.
- Any works to the ceilings and/or upper floor finishes,
- Any alterations to existing openings/fenestration, the insertion of any additional openings, and the infilling of any existing openings.

2.19.6. In addition to using an appropriate consultant/historic buildings specialist, the following sources of further information are recommended:

- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk) – Section 16 is of particular relevance
- [National Planning Policy Guidance \(NPPG\)](#)
- Historic England - [General Advice on Historic Building Maintenance, repair and conservation](#)
- Historic England - [Adapting Traditional Farm Buildings](#)
- [Listed Buildings](#)
- [Conservation Areas](#) across East Suffolk
- [Non-Designated Heritage Assets \(NDHAs\)](#) in East Suffolk
- [Historic Environment - East Suffolk Council Supplementary Planning Document](#)

2.19.7. Please note:

- **plans within/accompanying the Conservation Specification 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.

2.20. *Crime Prevention Statement*

2.20.1. **When required to validate an application:**

- **required for all ‘Major’ Planning Applications ,**
- **any applications relating to the provision of new or expansion of public or community buildings or facilities,**
- **applications for large Housings in Multiple Occupation (where there are more than six people living together as a single household),**

2.20.2. **A Crime Prevention Statement should explain:**

- how crime prevention measures have been incorporated into the design,
- demonstrate how reference has been made to the relevant ‘Secured By Design Guide’.
- How key aspects of the design of the scheme including the layout of the development, orientation of buildings, natural surveillance, boundary treatments, parking arrangements, access control (where appropriate), secure cycle storage and external lighting have been shaped by crime prevention guidance.
- How consideration has been given to relevant Planning Policy relating to public safety and deterring crime and disorder.

2.20.3. Although not a specific validation requirement for the Crime Prevent Statement, it may be useful to include drawings/plans to demonstrate how crime prevention has shaped the proposals.

2.20.4. The Crime Prevention Statement could form part of the [Design and Access Statement](#) or a [Planning Statement](#). However, if it is combined with another statement, it is recommended that its inclusion is made clear in the title of that document, to avoid the potential for it to be overlooked when the application is being validated.

2.21. Cross Sections

2.21.1. Cross section(s) through the existing and/or proposed building(s) and/or site should be submitted at a scale of 1:100 or 1:50 in the following circumstances:

- **Where a proposal involves a significant change to the existing ground levels** – i drawings should be submitted to show both existing and finished levels. This will need to be based upon accurate on site survey measurements, most likely via a [Topographical Survey](#).
- **On significantly sloping sites**, full information is required concerning alterations to levels, the way in which a proposal sits within the site and, in particular, the relative levels between existing and proposed buildings. The drawings may take the form of contours, spot levels, and/or cross or long sections, as appropriate, but the existing versions of these drawings should be based upon a [Topographical Survey](#).
- **For any significant changes to ground levels such as terracing**, both existing and finished levels will be required. The drawings may take the form of contours, spot levels, and/or cross or long sections, as appropriate, but the existing versions of these drawings should be based upon a [Topographical Survey](#).
- **Where the significantly sloping ground extends across neighbouring land** as well as the application site, the buildings on the adjacent land must be included, and show accurately in terms of position and height.
- **Where the proposal involves the conversion of a building and substantial physical works are proposed**, existing and proposed cross sections should be submitted to illustrate the proposed works and which elements are to be retained and those that are to be replaced/added. These cross sections could form part of the [Conversion Specification](#).

2.21.2. Please note:

- **such 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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2.22. *Custom and Self Build Delivery Statement*

- 2.22.1. **Once the emerging [Custom and Self Build Housing Supplementary Planning Document](#) has been adopted, a Custom and Self Build Delivery Statement will be required for all outline and full planning applications involving custom and self-build housing.**
- 2.22.2. A template for a Custom and Self-build Delivery Statement is included as an appendix to the draft Supplementary Planning Document (SPD), and is intended to be included as an appendix once the SPD is adopted later in 2024.
- 2.22.3. It is expected that this template will be used to produce a Custom and Self Build Housing Delivery statement for submission with relevant applications in order to meet the requirements of this Local Validation List.

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2.23. *Daylight / Sunlight Assessment*

- 2.23.1. **A Daylight / Sunlight Assessment is required for all applications where the development is likely to have an adverse impact on the current levels of daylight/sunlight enjoyed by adjacent properties or buildings, including private amenity spaces immediately adjacent to the rear of the properties they are associated with and effects on the efficiency of any already installed solar panels.**
- 2.23.2. An assessment should provide sufficient information to assess the impact on adjacent properties or buildings with regard to sunlight availability to windows and sunlight availability to open spaces and gardens. Shadow paths should be demonstrated on a [block plan\(s\)](#) (to an appropriate scale) showing the adjacent properties in relation to the proposed development.
- 2.23.3. The daylight/sunlight assessment needs to be undertaken in accordance with British Standard “Code of Practice for Daylighting” BS 8206: Part 2, 2008 (as amended).
- 2.23.4. Please note a Daylight / Sunlight Assessment will be requested from the Agent / Applicant, and be expected to be supplied prior to the determination of the application if one has not been supplied from the outset and during the course of the application assessment process, if the case officer has concerns regarding potential for substantial loss of daylight or sunlight to habitable rooms and/or the neighbouring private amenity areas immediately adjacent to the rear of the properties they are associated with.
- 2.23.5. In cases where such an assessment is not supplied, and the officer has undertaken their own assessment that demonstrates substantial loss of daylight and/or sunlight, the planning application is likely to be refused on the basis of the detrimental impact upon the amenity of adjoining residents. Similarly, if the supplied assessment shows the impact to be substantially detrimental to these daylight and sunlight levels, consent is likely to be refused.
- 2.23.6. Therefore, it is recommended that the potential impacts of all proposals upon daylight and sunlight of existing adjoining properties is considered from the outset of the formulation of the design of any scheme.
- 2.23.7. It may also be useful to supply [Isometric Drawings and/or still shots/images from virtual 3-dimensional models](#) to assist with understanding lighting impacts.

2.24. *Design and Access Statement*

2.24.1. According to [Making an application - GOV.UK \(www.gov.uk\)](https://www.gov.uk), Design and Access Statements are always required for:

- **major development (that is development of 10 or more dwellings) (or 0.5 hectares for residential development where the number of dwellings is unknown)**
- **for the creation of more than a 1000 square metres of floor space and where the site is greater than 1 hectare),,**
- **For the creation of one or more dwellings within a Conservation Area,**
- **The creation of a building or buildings where the floor area created is 100sqm or more (measured externally within a Conservation Area (including householder developments, such as extensions and outbuildings).**
- **Applications for Listed Building Consent**

2.24.2. Based upon [national guidance](#), a design and access statement should:

- explain the design principles and concepts that have been applied to the development,
- demonstrate the steps that have been taken to appraise the context of the development and how the design of the development takes that context into account in relation to the proposal.
 - explain the policy adopted as to access and how policies relating to access in relevant development plan documents (DPDs) have been taken into account
 - state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation;

- explain how specific issues which might affect access to the development have been addressed,
and
 - explain how the Suffolk streets Design Guide has been considered in the formulation of the scheme.
- 2.24.3. On proposals for Major residential developments (i.e. 10 or more dwellings), the design and access statement should also explain how the proposals perform when assessed against the Building for Life Guidelines.
- 2.24.4. Policy WLP8.29 (Design) of the East Suffolk Council – Waveney Local Plan and Policy SCLP11.1 (Design Quality) of the East Suffolk Council – Suffolk Coastal Local Plan both require Major residential developments to perform positively when assessed against Building for Life Guidelines
- 2.24.5. Neighbourhood Plans Policies also set a requirement for demonstrating and/or meeting the Building for Life or other design criteria. The specific policies relating to design and access, are too numerous to list here, but it is recommended that the relevant policies are referred to and considered, in the design of any proposals.
- 2.24.6. It is also recommended that Design and Access Statements explain any consideration given to the [National design guide - GOV.UK \(www.gov.uk\)](#) and local design and character related documents such as [Conservation Area Appraisals](#) and [Supplementary Planning Guidance Documents and other guidance \(including any site specific development brief where applicable\)](#) in the development of their proposed scheme.

2.25. *Draft Heads of Terms*

- 2.25.1. Applications will not be made invalid because they lack Draft Heads of Terms, however you are strongly advised to submit them with the following applications as this will speed up the process.
- All applications for more than 10 dwellings
 - Recreational disturbance Avoidance Mitigation Strategy (RAMS)
 - When advised of the need through Pre-application advice
- 2.25.2. A Planning Obligation (Section 106 Agreement) is a separate legal agreement signed by the planning authority and the landowners (that is, persons with a legal interest in the land, which may also include the developer), prior to the grant of a planning permission. The agreement will include commitments given by the landowner towards the provision of various community benefits considered necessary to make the proposals acceptable.
- 2.25.3. A schedule of issues (such as affordable housing provisions, contributions to schools and contributions to the Recreational disturbance Avoidance and Mitigation Scheme (RAMS)) to be addressed (known as the Draft Head(s) of Terms) during the planning application process, and should be submitted with any application where an obligation is required. This may be required for applications involving the creation of at least one dwelling that is not a replacement, unless otherwise advised by the local planning authority.

Recreational disturbance Avoidance and Mitigation Scheme (RAMS)

- 2.25.4. Applications for residential development within 13km of a European Designated Site (Habitats Site), will be assessed under the Habitats Regulations as part of the application determination process. In some instances where mitigation is identified as being required, that cannot be provided on site, a financial contribution to the Recreational disturbance Avoidance Mitigation Strategy (RAMS) will be required, either in the form of an upfront payment with an associated Section 111 form, or secured as part of a Section 106 agreement or Unilateral Undertaking.

2.25.5. Further details relating to RAMS are included within the [Biodiversity and Ecological Assessments](#) Section of this document, and in:

- [East Suffolk Based information on S106 Agreements and Habitat Mitigation \(including RAMS\)](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#)

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2.26. *Dust Assessment*

- 2.26.1. **An assessment of the potential of dust emissions will be required for any scheme that has the potential to produce significant levels of dust during demolition or construction; or for any scheme that has the potential to produce dust through its operational life**
- 2.26.2. For dust control during demolition and construction a risk assessment and mitigation plan should be included in a [Construction Management Plan](#).
- 2.26.3. For dust control during operation a risk assessment and mitigation plan should be submitted as part of the application.

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2.27. Dwelling Sizes and Tenure Plan/schedule

2.27.1. A Dwelling Sizes and Tenure Plan/Schedule is required on

- all schemes that include proposals for more than two residential units

2.27.2. This sizes and tenure plan/schedule maybe in the form of:

- details on the proposed [block plan](#) with a table/schedule on the same sheet; or
- another plan including a schedule on the same sheet; or
- separate plan(s) and schedules; and/or
- as part of or within an appendix to the [Planning Statement](#).

2.27.3. However, if it is submitted as part of another document/statement, please make this clear at submission stage i.e. by referring to it in the document title and/or referring to in an covering letter.

2.27.4. It is recommended that prior to deciding on the unit size and tenure proposed within the development, applicants/agents refer to the relevant policies relating to housing size and tenure within the [Local Plan](#) documents and any relevant [Neighbourhood Plans](#)

2.27.5. The district wide policies which refer to housing mix and tenure, and are included within the relevant Local Plan are:

- Within the former Suffolk Coastal Area:
 - SCLP5.8: Housing Mix,
 - SLP5.9: Self Building and Custom Build Housing,
 - SCLP5.10: Affordable Housing on Residential Developments, and

- SCLP5.11: Affordable Housing on Exception Sites,
- Within the former Waveney Area:
 - WLP8.1: Housing Mix,
 - WLP8.2: Affordable Housing,
 - WLP8.3: Self Build and Custom Build, and
 - WLP8.6: Affordable housing in the countryside

2.27.6. Please note some allocation policies within the Local Plans and Neighbourhood Plans place specific requirements on housing size and tenures, and where a development is proposed on such a site, the requirements of that policy will generally be taken as the mix sought.

2.27.7. Please note:

- **such 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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2.28. *Elevational Plans*

- 2.28.1. Elevational plans must be submitted for all new buildings and for all proposals where extensions/alterations are proposed to existing buildings.
- 2.28.2. They must:
- be at a scale of 1:100 or 1:50
 - include a scale bar
 - have a title to identify the development and subject of the drawing
 - have a unique drawing number which also indicates any revisions (e.g.1234Revision B)
 - All revisions should be described to identify any changes (e.g. Revision A – Layout changed)
 - The date the plan was prepared or amended
 - Show all sides of the existing building, as well as the proposed development, including any facing internal courtyards,
 - Indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.
 - Blank elevations must also be included, if only to show that this is in fact the case. Where an elevation adjoins another building or is in close proximity (either facing or perpendicular to it e.g. on a semi-detached dwelling) the elevational drawings should also clearly show the relationship between the including in terms of position and height . They should also show the position and size of any openings on each property.
- 2.28.3. Although not an essential requirement, it is recommended that such plans include dimensions, to enable ease of understanding for those consulted on and/or viewing the plans.

2.28.4. Please note:

- **such 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.**

2.28.5. It may also be useful to supply [isometric Drawings and/or still shots/images from virtual 3-dimensional models](#) assist with understanding elevational drawings, but they are not a substitute for elevational drawings.

2.29. *Energy Statement*

2.29.1. **An Energy Statement is required to validate an application for:**

- **Buildings (new build or conversions) with a gross external floorspace of 1,000m² or more.**
- **Residential developments providing 10 or more residential units.**
- **Residential sites of 0.5 hectares or more**
- **Any development on a site of 1 hectare or more.**

2.29.2. Proposals for new residential development (including re-use or conversion of buildings) and non-residential development over 1000 square metres must submit an energy statement that details how it is proposed the site will meet the energy standards set out within national building regulations. In particular, any areas in which the proposed energy strategy might conflict with other policies in the local plan should be identified and proposals for resolving this conflict outlined.

2.29.3. The aim of an energy statement is to demonstrate how the proposed development would be sustainably constructed in a manner that ensures energy efficiency of the scheme and also comply with relevant planning policy relating to such matters. Therefore, the statement should explain and evidence the following as a minimum:

- Water efficiency of 100 litres/person/day for residential developments,
- How consideration has been given to and if locally sourced, reused and/or recycled materials are to be utilised.
- How on-site renewable energy generation has been considered and/or is to be incorporated,
- If a non-residential scheme with a gross floorspace of 1,000sqm or higher, how the British Research Establishment Environmental Assessment Method 'Very Good' standard or equivalent is to be achieved.
- How means to improve the efficiency of heating, cooling and lighting of buildings have been incorporated by maximising daylight and passive solar gain through the orientation of buildings.

- How sustainable water management measures such as the use of sustainable drainage systems, green roofs and/or rainwater harvesting systems are to be incorporated.
 - How construction waste will be minimised, including designing out waste during the design stage, selecting sustainable and efficient building materials and reusing materials where possible.
 - How the scheme incorporates accessible and unobtrusive sustainable waste management facilities such as adequate provision of refuse/recycling/composting bin storage
- 2.29.4. The Energy Statement must also include the [M4\(2\) checklist](#). Unless it is included in the [Sustainable Construction Statement](#).
- 2.29.5. The energy statement may be included within the Design and Access Statement and/or [Planning Statement](#) and/or Sustainable Construction Statement where these are also required. However, where submitted as part of another statement, applicants/agents are advised to make it clear where this statement is located e.g either in the title of the documents or in a covering letter, to reduce the potential for it to be assumed missing during the registration process.
- 2.29.6. Prior to the preparation of this statement it is recommended reference is made to policies and guidance relating to measures to minimise water and energy consumption. These include but are not limited to:
- [National Planning Policy Framework \(NPPF\)](#)
 - [National Planning Policy Guidance \(NPPG\)](#)
 - [East Suffolk Local Plans](#):
 - For the former Suffolk Coastal Area
 - SCLP9.2 Sustainable Construction
 - For the former Waveney Area:
 - WLP8.28 Sustainable Construction

- Any applicable [Neighbourhood Plans](#)

2.29.7. Applicants/Agents are also recommended to fully consider the current and any emerging [Building Regulations](#) relating to such matters. Whilst failure to comply with the Building Regulations may not prevent the granting of Planning Permission, the need to incorporate additional water and energy saving features in to the scheme prior to and/or during the construction phase could result in additional costs and time delays, especially if applications for **Variations of Conditions** or **Non-Material Amendments** are required to cover any such changes.

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2.30. Environmental Impact Assessment

- 2.30.1. It is not possible to invalidate an application due to the lack of an Environment Impact Assessment (EIA).
- 2.30.2. This is a process by which information about the likely environmental effects of developments are collected, assessed and taken into account. Usually this will only apply to major projects such as infrastructure development, wind farms and large residential developments. However, this is not always the case and some smaller developments, if located in a sensitive area or cumulatively related to other development proposals, may require an EIA. If you are proposing any large or sensitively located development you should ask the Local Planning Authority about an Environmental Impact Assessment as part of your pre-application discussion and we can explain what needs to be done as part of the process, particularly in relation to seeking screening and scoping opinions.
- [National Planning Policy Guidance \(NPPG\) – Environmental Impact Assessment](#)
 - [The Town and Country Planning Environmental Impact Assessment\) Regulations 2017 \(legislation.gov.uk\)](#)

2.31. Fees

- 2.31.1. The fees for Planning and planning related applications are defined at a National level, and so are the same across England. They are set out in Regulations that can be found [online](#).
- 2.31.2. The correct fee for your application may also be found on the [Planning Portal](#) website.
- 2.31.3. There is also fees guidance on the [ESC Website](#)
- 2.31.4. The Planning Portal also provides a [Fee Calculator](#)
- 2.31.5. A planning or planning related application is only valid once the appropriate fee has also been supplied to the Local Planning Authority. Therefore, any delay in payment of the fee will delay the validation of the application and the commencement of the application process. Therefore, it is recommended that application fees are submitted upfront at the same time as the application form, plans and supporting documents.

2.32. *Flood Risk Assessment*

2.32.1. **When required to validate an application:**

- **For every application in Flood Zones 2 or 3 (of all sizes from a small addition on a house or in its garden, up to and including Major development schemes),**
- For any application elsewhere with a site area greater than 1 Hectare,
- All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River,
- Engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems such as watercourses and soakaways.
- Development in basements and on lowered ground levels
- Development or changes of use to a more vulnerable class that may be subject to land, groundwater, sewer or canal flooding). Such uses include but are not limited to new dwellings/residential, hospitals, residential institutions, educational establishments, health services, holiday or short-let caravans and camping.....etc
- **Sites adjacent to roads with no drainage –(also see [Sustainable Drainage Strategy](#))**
- **Any development proposals within the flood zones identified in the [Strategic Flood Risk Assessment \(SFRA\)](#).**

2.32.2. The Nationally defined Flood Zones can be accessed [online in map form](#).

2.32.3. East Suffolk District Council has prepared a [Strategic Flood Risk Assessment \(SFRA\)](#). The SFRA provides a detailed analysis of flood risk across the main towns of the District. The SFRA identifies flood zones that take into account the impact of climate change over the period to 2107.

2.32.4. Any development proposals within the flood zones identified in the SFRA should be accompanied by a Flood Risk

Assessment. A Flood Risk Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

2.32.5. For most developments, this assessment should include existing and proposed surface water drainage arrangements, although for larger developments the requirements of a site-specific Sustainable Drainage Strategy should be agreed at pre-application stage.

2.32.6. The April 2018 Strategic Flood Risk Assessment does not include climate change modelling for every watercourse. It is therefore also necessary to consider the flood extents from the 2008 Strategic Flood Risk Assessment for the following watercourses:

- River Waveney
- Wrentham
- Tin River
- Alde – west of A12
- Minsmere – west of Middleton

2.32.7. Further details on surface water drainage requirements can be found in the [Sustainable Drainage Strategy](#) of this document

2.32.8. In order to determine whether you need to submit a site specific flood risk assessment (FRA) as part of your application you need to follow two steps:

1) Establish which flood risk zone your site falls within using the "[Flood Map for Planning](#)":

- Zone 3 is an area that could be affected by flooding either from rivers or the sea, if there were no defences. This area could be flooded from:
 - a river by a flood that has a 1 per cent (1 in 100) or greater chance of happening each year

- the sea by a flood that has a 0.5 per cent (1 in 200) chance of happening each year
 - Zone 2 is the extent of an extreme flood from the rivers or the sea if there were no defences. These areas could be affected by a major flood with up to a 0.1 per cent (1 in 1000) chance of occurring each year
 - Zone 1 is the area not shown as being in Zones 2 or 3 and considered to be at low risk of flooding from rivers or the sea. Please note that other sources of flood risk are not shown on these maps so your site may still be in an area of risk from surface water or groundwater flooding.
- 2) If your site falls within zones 2 or 3 or meets one of the other criteria given above a Flood Risk Assessment (FRA) will be required.
- 2.32.9. If a proposal requires a full FRA you are strongly advised to discuss the scope and content of the flood risk assessment with Suffolk County Council as Lead Local Flood Authority and the Environment Agency before you start work on it.
- 2.32.10. Further information may be found in [National Guidance](#) as to the requirements of a flood risk assessment and whether one is required
- 2.32.11. The preparation of a Flood Risk Assessment may need to be undertaken by a specialist with appropriate expertise, but in all cases consideration should be given to the following:
- [National Flood Map for Planning](#)
 - [National Planning Policy Framework \(NPPF\)](#)
 - [National Planning Policy Guidance \(NPPG\)](#)
 - [National Guidance on “Preparing a flood risk assessment: standing advice”](#)
 - [National Guidance on “Flood risk assessment in flood zone 1 and critical drainage areas](#)
 - [National Guidance on “Flood risk assessment in flood zones 2 and 3](#)

- [National Guidance on “Flood risk assessment: the sequential test for applicants](#)
- [East Suffolk Strategic Flood Risk Assessment](#)
- [East Suffolk Local Plans:](#)
 - Suffolk Coastal Area Planning Policies:
 - SCLP9.5: Flood Risk
 - SCLP9.6: Sustainable Drainage Systems
 - SCLP9.7: Holistic Water Management
 - Waveney Area Planning Policies:
 - WLP8.24: Flood Risk,
- East Suffolk area – [Neighbourhood Plans](#)

2.32.12. In addition to a Flood Risk Assessment, a [sequential test and/or an exceptional test](#) may be required for vulnerable uses (as defined above).

2.33. Flood Risk Sequential and Exception Tests

- 2.33.1. A sequential approach is required for the location of development that can be vulnerable to the effects of flooding. It seeks to direct vulnerable uses to areas at the lowest risk of flooding, prior to permitting the development in those areas at greatest risk of flooding.
- 2.33.2. In addition to a [Flood Risk Assessment](#), a Flood Risk Sequential Test will be required for 'vulnerable use' developments (see Flood Risk Assessment, requirements) meeting the following:
- If the application site is within flood zones 2 or 3,
and
 - If the application is for 'Major' development;
or
 - Non-Major development
 - **Unless:**
 - The site has been allocated for development and subject to the test at the plan making stage (provided the proposed development is consistent with the use for which the site was allocated and provided there have been no significant changes to the known level of flood risk to the site, now or in the future which would have affected the outcome of the test).
 - The site is in an area at low risk from all sources of flooding, unless the Strategic Flood Risk Assessment, or other information, indicates there may be a risk of flooding in the future.
 - The application is for a development type that is exempt from the test, as specified in footnote 56 of the National Planning Policy Framework (which currently states *"This includes householder development, small non-residential extensions (with a footprint of less than 250m²) and changes of use; except for changes of use to a*

caravan, camping or chalet site, or to a mobile home or park home site, where the sequential and exception tests should be applied as appropriate.”

- 2.33.3. A Flood Risk Exception Test will be required if the sequential tests shows that it isn't possible to use an alternative site and the development is:
- Highly vulnerable and in flood zone 2,
 - Essential infrastructure in flood zone 3a or 3b,
 - More vulnerable in flood zone 3a
- 2.33.4. Details of what flood zone a site is located in can be found at '[Get Flood Risk information for planning in England](#)'.
- 2.33.5. Further advice on the requirements of a Flood Risk Sequential Test and Exception Test is provided at a National Level within the [Flood Risk and Coastal Change Section of the National Planning Policy Guidance](#) and '[Flood Risk Assessment: the sequential test for applicants](#)'.
- 2.33.6. Further information and guidance can be found via
- [National Planning Policy Framework \(NPPF\)](#)
 - [National Planning Practice Guidance Flood Risk and Coastal Change](#)
 - [National Guidance – Flood risk Assessments if you are applying for Planning Permission](#)
 - [Environment Agency Preparing a Flood Risk Assessment: Standing Advice](#)
 - [East Suffolk Strategic Flood Risk Assessment:](#)
 - [National Flood Map for Planning](#)

2.34. Floor Plans

2.34.1. Floor Plans are required for all applications seeking to:

- Erect new buildings (except for very modest garden sheds/ summerhouses/ greenhouses within domestic gardens), or
- Increase or remove floor space from existing buildings (including basements, extensions, loft conversions), or
- change the use of part of or the whole of an existing building even if there are no physical alterations proposed (required to be annotated to show the existing and proposed uses and any subdivision between units), or
- Convert existing buildings (for such proposals they may form part of the [Conversion Specification](#))

2.34.2. All Floor plans must

- Be at a scale of 1:100 or 1:50 for all new buildings and for all proposals where extensions/alterations are proposed to existing buildings.
- Include a scale bar
- Include a title to identify the development and subject of the drawing
- Include a unique drawing number which also indicates any revisions (e.g. dwg 1234 - Revision B (additional window))
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed)
- Include the date the plan was prepared or amended
- Show all new buildings and/or extensions to existing building in context with adjacent buildings shown accurately in terms of position and footprint (including property numbers where applicable).

2.34.3. Although not an essential requirement, it is recommended that such plans include dimensions, to enable ease of understanding for those consulted on and/or viewing the plans, including the space available within carports and garages for the parking of vehicles, and/or the space for cycle parking.

2.34.4. It can also be useful for such plans to be annotated with the figures of floorspace area proposed to be added through extension, removed through demolition or be altered in terms of change of use. Such figures can also be included in a [Planning Statement](#) and/or a [Design and Access Statement](#).

2.34.5. **Please note:**

- **such 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.**
- **the question on the application form relating to floorspace must also be completed accurately, especially on schemes seeking changes of use.**

2.35. Foul Drainage Assessment

- 2.35.1. **A Foul Drainage Assessment is required for all development that proposes/requires the disposal of additional foul sewage effluent. This includes**
- **all schemes proposing additional new build units or uses requiring toilet facilities or other foul water disposal (e.g. new dwellings, offices, community buildings, restaurants, car washes etc),**
 - **conversions of existing buildings that were unlikely to have an existing or previous foul water connection (e.g. barns and other storage buildings) to a use requiring a foul water connection,**
 - **significant extensions to existing buildings and/or uses requiring additional foul water facilities (excluding extensions to existing dwellings).**
- 2.35.2. This is required because all development is expected to ensure that the capacity of local wastewater treatment and sewerage infrastructure is not exceeded.
- 2.35.3. If an application proposes to connect a development to the existing drainage system, then details of the existing system should be shown on the application drawing(s). In the case of extensions to existing dwellings this can simply be in the form of annotation on the block and/or floor plans showing the connection to the existing sewage pipe within the property.
- 2.35.4. On applications creating additional units (e.g. new dwellings, offices, community facilities etc including conversions), the Foul Drainage Assessment should detail how the foul sewage will be connected to the public sewer.
- 2.35.5. Where a development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer (i.e. if it is to be treated via an onsite unit), then a more detailed Foul Drainage Assessment will be required including details of the method of storage, treatment and disposal. A Foul Drainage Assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.
- 2.35.6. Where connection to the mains sewer is not practical, then the Foul Drainage Assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative

means of disposal are satisfactory. A private means of foul effluent disposal is only acceptable, and should only be considered, when foul mains drainage is unavailable.

- 2.35.7. Further information can be found in [Planning Practice Guidance: Water Supply, Waste Water and Water Quality](#)

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2.36. *Geodiversity Survey and Assessment Report*

2.36.1. **A Geodiversity Survey and Assessment Report will be required to validate an application:**

- **When a proposal is likely to impact upon the geodiversity of a site designated for its geodiversity interest.**

Or

- **When a site is greater than 5Ha in area and within a [minerals consultation area](#),**

Or

- **Within the safeguarding distance of any existing or proposed minerals or waste sites that are safeguarded by the [Suffolk Minerals and Waste Local Plan](#).**

2.36.2. The Geodiversity Survey and Assessment Report will need to comprise a Phase 1 Geoenvironmental Assessment and where it identifies the need for further investigation, a Phase 2 Geoenvironmental Assessment will also be required.

2.36.3. Planning Policy requires that proposals conserve and contribute towards the enhancement of the landscape character, biodiversity and geodiversity of the East Suffolk District. Within East Suffolk there are 57 Sites of Special Scientific Interest (SSSI) in total, with 20 of those being designations for geodiversity interest. If a proposed development is likely to impact on the geodiversity of these sites, then a survey and assessment of the impact of the development will be required. These SSSI are shown on our [GIS system](#).

2.36.4. The survey and assessment need to identify the potential impact of the development and measures to avoid, mitigate or compensate those impacts on the designated site.

2.36.5. To check whether a site is affected, applicants are advised to contact the Suffolk Biological Records Centre, which holds geodiversity as well as biological records. Further advice may also be obtained from the [GeoSuffolk](#) website.

2.36.6. The following websites provide links to these resources:

- [Suffolk Geographical Information System](#), showing minerals Consultation area, SSSI etc
- [Suffolk Biological Records Centre](#)
- [GeoSuffolk:](#)
- [Geology in Suffolk & Essex Coast & Heaths National Landscape \(formerly the AONB\).](#)

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2.37. Glint and Glare Assessment

2.37.1. A Glint and Glare Assessment will be required for all 'Major' Solar applications where the proposed development site is located alongside or within the vicinity of:

- **any part of the Strategic Road Network (i.e. those highways managed by 'National Highways').**
- **Any part of the local highway network (i.e. those highways managed by Suffolk County Council)**
- **any active airfield, aerodrome or heliport.**
- **And/or**
- **An active railway line.**

2.37.2. In terms of assessment of impacts upon road users, a Glint and Glare Assessment will need to include an assessment of the potential glint and glare from light reflecting off the Solar photovoltaic equipment, at both a regular vehicle drivers eye level and at the for any Heavy Goods Vehicles (HGVs) drivers eye level.

2.37.3. The Assessment will also need to identify and assess the potential impacts upon aviation and train drivers, in situations where the site is located alongside or in close proximity to an active airfield, aerodrome, heliport or railway line.

2.38. Habitats Regulation Assessment (HRA) and Recreational disturbance Avoidance Mitigation Strategy (RAMS) tariff form/payment

2.38.1. A Habitats Regulation Assessment (HRA) will be required for all applications that:

- Propose 1 or more net new dwellings, or liable development (including holiday lets), within 13km RAMS Zone of Influence of the Suffolk Coast Habitat Sites consisting of:
 - Special Areas of Conservation (SAC)
 - Special Protection Areas (SPA)
 - Ramsar Sites

2.38.2. A Recreational disturbance Avoidance Mitigation Strategy (RAMS) tariff form/payment are not required to validate such applications but would be required to be submitted during the course of the application, for proposals that are RAMS liable within the Zone of Influence.

2.39. *Health Impact Assessments*

- 2.39.1. **Health Impact Assessments are required for any development where there is expected to be significant impact on the health and wellbeing of the local population or particular groups within it, which includes:**
- **A housing development of 50 dwellings or**
 - **A development of less than 50 dwellings but which is still deemed to potentially impact on health services significantly**
 - **A development that includes care homes, care facility, housing for the elderly, or student accommodation**
 - **A development that involves the significant loss of public open space**
 - **Any other type of development that could have significant health implications**
- 2.39.2. A health impact assessment should consider the impact of a development on the health of future users/occupants, and the impacts upon existing health services and facilities, and identify opportunities for addressing health challenges of development sites through the planning and design approach used for the development, particularly in relation to housing, streets, open space, infrastructure and shared facilities
- 2.39.3. It should also identify:
- ways in which the positive impacts for health can be enhanced,
 - ways to avoid or minimise negative impacts,
- and
- Means to mitigate any negative impacts
- 2.39.4. The level of detail required within the health impact assessment will depend on the scale and nature of the development. The content of a Health Impact Assessment should be agreed with the local NHS and Suffolk County

Council Public Health Team at pre-application stage.

- 2.39.5. East Suffolk Council as Local Planning Authority is currently developing a [Healthy Environments Supplementary Planning Document](#). As that moves towards adoption that should be greater considerations and once adopted that document should be used to inform the Health Impact Assessment process.
- 2.39.6. The [Healthy Environments Supplementary Planning Document](#) includes specific guidance on the proposed structure/use of Health Impact Assessment tools. It includes the recommendation that for now the [Healthy Urban Development Unit \(HUDU\) Rapid Health Impact Assessment](#) tool is used unless something more bespoke is needed (i.e. 'desktop' or full Health Impact Assessment). The HUDU Rapid Health Impact Assessment is expected to be superseded in the future by a Suffolk-wide template Health Impact Assessment tool, and once adopted the use of that tool will be required to meet the Local Validation List requirements.
- 2.39.7. Health Impact Assessments should be carried out alongside other assessments, such as [Environmental Impact Assessments](#) and [Transport Impact Assessments](#).
- 2.39.8. Further information can be found via the following:
- [Government Guidance on promoting health and safe communities](#)
 - [Health Impact Assessment in spatial planning](#)
 - [Suffolk Observatory](#)
 - [East Suffolk Healthy Environments Supplementary Planning Document](#)
 - [East Suffolk Open Spaces Assessment](#)
 - [East Suffolk Play Area Strategy](#)
 - [East Suffolk Cycling and Walking Strategy](#)
 - [East Suffolk Air Quality Reports \(Annual\)](#)

- [Public Health Suffolk's annual Public Health Reports](#)
- [Office for Health Improvement and Disparities \(OHID\) public health profiles dashboard](#)

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2.40. *Heritage Statement or Impact Assessment*

2.40.1. When a Heritage Asset(s) are potentially affected by proposed development, those assets, their setting and any potential impacts should be carefully considered from the outset, informing and shaping the scheme. Co-currently with that process a Heritage Statement and Impact Assessment should be drafted.

2.40.2. The NPPF states:

“In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.”

2.40.3. It is recognised that the requirements for the submission of a Heritage Assessment or Impact Assessment, and the content of such an assessment must be proportionate to the nature and type of Heritage Asset, and the potential impact of the proposals, which can be in part linked to scale and type of development proposal.

2.40.4. **Heritage Statement or Impact Assessment is required to validate any application for Planning Permission or Listed Building Consent, affecting a heritage asset (defined below) and or its setting, including the following:**

- **Proposals affecting any [listed building](#), including development within a curtilage and the setting of a listed building,**
- **Proposals affecting Scheduled Ancient Monuments and their setting, (some exceptions apply for householder proposals, and other minor works see below),**
- **Proposals affecting sites identified on the [Historic Environment Record](#) and their setting,**
- **Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping,**

- **Proposals within or affecting the character or appearance of [Conservation Areas](#) (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm),**
- **Proposals involving the demolition or substantial alterations to a building which may be considered as a [non-designated heritage asset](#).**
- **All applications where the development is likely to have an impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement.**

2.40.5. Whilst there maybe rare occasions where the Local Planning Authority makes exceptions to the above requirements for providing a Heritage Statement or Impact Assessment, applicants/agents may still wish to supply one as it may aid in the determination of the application and/or be an opportunity to present your proposals in a positive light.

2.40.6. There may be some cases where a Heritage Statement or Impact Assessment is not required prior to validation, but such a statement/assessment is then requested during the application process, once the assessment of the proposals is underway. When this happens, it is very likely that the statement/assessment will be required prior to the determination of the application. Therefore to reduce potential time delays in the determination of an application, it can be in an applicant's interest to submit a Heritage Statement or Impact Assessment from the outset if they are submitting an application which could affect a Heritage Asset or its setting.

2.40.7. Annex 2 (Glossary) of the [National Planning Policy Framework \(NPPF\)](#) defines a heritage asset as

'A building, monument, site, place, area or landscape identified as have a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage assets include designated heritage assets and assets identified by the local planning authority (including local listing).'

2.40.8. A statement should include:

- a description of the significance of any heritage assets affected (whether designated or non-designated), including any contribution made by their setting,

- the relevant Historic Environment Record should be consulted,
- an assessment of the affected heritage asset(s) (using appropriate expertise where necessary to describe the significance of the heritage asset),
- an assessment of the impact of the proposal on the significance of those heritage assets affected (whether designated or non-designated), both overall and with special emphasis on the parts directly affected, including where necessary consideration of impacts which may arise as a result of development within their setting and any reasoned justification for the proposal,
- Demonstrate that opportunities to avoid the identified impacts have been explored, and where this is not possible set out mitigation with any harm weighed against any public benefits.
- where an application site includes new building or ground disturbance on or adjoining an archaeological heritage asset (whether designated or non-designated), or where a site has the potential to include archaeological heritage assets, a desk-based archaeological assessment (and where necessary an appropriate level of field evaluation) should be compiled in accordance with the NPPF (see the [Archaeological Assessment](#) section of this document) .
- Include photographs of the areas of the proposed works/affected by the proposals and their surrounding context (both internal and external images of any buildings/structures involved in the proposals). In instances where previously undertaken works are sought to be undone and/or restoration of historic elements are proposed, it can also be useful to include copies of historic photographs to illustrate how the building appeared previously.

2.40.9. Heritage Statements and Impact Assessments should be proportionate to the proposed development, and therefore their length and extent of detailed assessment will be dependent upon the nature of the proposal and the heritage asset(s) potentially affected by the proposals.

2.40.10. However, just submitting a copy of the listing held by Historic England will not be accepted as a heritage statement, even for smaller proposals.

- 2.40.11. Assessments may form part of an [Environmental Statement](#), where a proposal would fall within the guidelines of an Environmental Impact Assessment (EIA) development, however this should be made clear in the title of that document.
- 2.40.12. Similarly, if a Heritage Statement or Impact Assessment is included within either a [Planning Statement](#) or [Design and Access Statement](#), it should be made clear in the title of that statement/Document.
- 2.40.13. National, district level and neighbourhood plan policies seek to ensure proposals are appropriately assessed in terms of the historic environment. The specific policies relating to heritage, are too numerous to list here, but it is recommended that the relevant heritage related policies are referred to and considered, in the design of any proposals.
- 2.40.14. Links to national, district level and neighbourhood plan documents can be found below and within the [Archaeological Assessment](#) section of this document
- [The Town and Country Planning Listed Buildings and Conservation Areas Act 1990](#)
 - [National Planning Policy Framework \(NPPF\)](#)
 - [National Planning Policy Guidance \(NPPG\)](#)
 - [Historic England – The National Heritage List for England \(NHLE\)](#)
 - [Historic England – Advice on Planning](#)
 - [Historic England – Advice on Looking after Historic Buildings](#)
 - [Historic England Advice Notes](#) including:
 - Conservation Areas
 - Making Changes to Heritage Assets
 - Sustainability Appraisal and Strategic Environmental Assessment
 - The Adaptive reuse of Traditional Farm Buildings

- Listed Building and Curtilage
- Statements of Heritage Significance
- Energy Efficiency and Traditional Homes
- Commercial Renewable Energy Development and the Historic Environment
- Listed Building Consent
- [Suffolk Historic Environment Record](#)
- [East Suffolk Council – Conservation Areas](#)
- [East Suffolk Council – Conservation Area Appraisals](#)
- [East Suffolk Council – Listed Buildings](#)
- [East Suffolk Council – Local Plans:](#)
 - Suffolk Coastal Local Plan Policies:
 - SCLP11.3: Historic Environment
 - SCLP11.4: Listed Buildings
 - SCLP11.5: Conservation Areas
 - SCLP11.6: Non Designated Heritage Assets
 - SCLP11.7: Archaeology
 - Waveney Local Plan Policies:

- WLP8.37: Historic Environment
- WLP8.38: Non-Designated Heritage Assets
- WLP8.39: Conservation Areas
- WLP8.40: Archaeology
- [East Suffolk Council - Non-designated Heritage Asset Criteria](#)
- [East Suffolk Council – Supplementary Planning Documents and other guidance including:](#)
 - Historic Environment (2021)
 - North Lowestoft Heritage Action Zone Design Guide
- [Neighbourhood Plans in East Suffolk](#)

2.41. *Housing Statement*

2.41.1. **When required to validate an application:**

- **Applications which include proposals for 10 or more dwellings or in the case of outline planning applications more than 1000sqm of new floorspace (or meet the Local Plan Thresholds set out below or in relevant Neighbourhood Planning Policies).**
- **For affordable housing exception sites**
- **Applications submitted by Community Land Trusts**

2.41.2. **This is required for all proposals that include, or would normally be required to include, affordable housing.**

2.41.3. The Housing Statement must include a dwelling sizes and tenure plan, and schedule which must comprise:

- A schedule listing all the plots, the number of bedrooms, the number of persons housed (i.e. 2 bed bungalow for 3 persons), the proposed tenure, and whether they are M4(2) or M4 (3) complaint (details of how they compliant will also be required as part of the [sustainable construction statement/plan](#))

and

- An annotated plan(s) showing the dwellings, clearly labelled and/or shaded to show the number of bedrooms and tenure of each property. In the case of bungalows/houses this should be a block/site layout plan, and in the case of a block(s) of flats plans of each floor/level annotated to show these details would be required.

2.41.4. If there is space, the schedule may be added as a table on the annotated plan(s).

2.41.5. Where the proposal is located in the countryside, the statement should also include:

- evidence that the proposal would meet a proven need as demonstrated in a local housing needs assessment
- evidence that the affordable housing provided will be made available to people in local housing need at

an affordable cost for the life of the property

- 2.41.6. Within the former Waveney Area, Policy WLP8.2 of the [Waveney Local Plan](#) sets the thresholds for affordable housing requirements on residential sites. It states:

“All new housing developments on sites with a capacity of 11 dwellings or more must make provision for a proportion of the total dwellings to be affordable housing as follows:

- *Housing developments in the Lowestoft and Kessingland area (excluding Corton) must provide 20% affordable housing;*
- *Housing developments in the Southwold and Reydon area must provide 40% affordable housing;*

and

- *Housing developments in the remainder of the District must provide 30% affordable housing ”*

- 2.41.7. Within the former Suffolk Coastal Area, Policy SCLP5.10 of the [Suffolk Local Plan](#) sets the thresholds for affordable housing on residential sites. It states.

“Proposals for residential development with capacity for ten units or more or sites of 0.5ha or more will be expected to make provision for 1 in 3 units to be affordable dwellings, and to be made available to meet an identified local need...”

- 2.41.8. In addition to the above, [Neighbourhood Plans](#) can set alternative thresholds for affordable housing requirements, therefore if the application site lies within a Neighbourhood Plan Area, and the proposed development would meet/trigger an affordable housing requirement, the application must be accompanied by an Affordable Housing Statement.

2.42. *Hydrographical /Bathymetric Survey*

2.42.1. **A Hydrographical / Bathymetric Survey will be required where an application site and/or proposed works would either involve:**

- **works below high tide level in the sea or an estuary, or below potential water levels within a river, stream, pond, reservoir or other water feature (e.g. dredging, construction of jetty's and slipways etc)**
- **And/or**
- **Where the development has the potential to affect the flows and/or shape of below water/ offshore movements of material (e.g. coastal defence works, dredging etc that could affect long shore drift)**

2.42.2. It is in effect a [topographical survey](#) (mapping levels and features) below water level. Where a site is both above and below water level, these surveys can be combined on one drawing. These may also be the basis for [cross section](#) drawings to assist in illustrating the existing situation and the proposed changes, and should also be accompanied by a proposed levels and features plan (i.e. a proposed [block plan](#) with this level of detail).

2.42.3. Where Hydrographical or Bathymetric surveys are required and submitted within coastal or estuaries, it is likely that a [Coastal Erosion Vulnerability Assessment](#) would also be required, and separate [Marine License from the Marine Management Organisation](#) will need to be obtained.

2.42.4. **Please note:**

- **such 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.**

2.43. Isometric Drawings / Virtual 3-Dimensional Modelling

- 2.43.1. Whilst they cannot replace 2-dimensional drawings such as [Block Plans](#) and [Elevational Drawings](#), Isometric Drawings and/or still shots/images from virtual 3-dimensional models can be useful to illustrate the physical relationship of your proposals with the existing building and/or neighbouring properties.
- 2.43.2. In some instances, providing information in these formats can improve the understanding of the proposals by third parties and other consultees and there may be potential to alleviate some of the concerns that such parties may have as a result of misunderstanding 2-dimensional plans.
- 2.43.3. Therefore, whilst Isometric Drawings and/or still shots/images from virtual 3-dimensional models are not required in order to validate any planning related application, they are something that may be advantageous, particularly on schemes proposed:
- on sites with a close relationship to neighbouring properties, or
 - on sites with significant level changes with them or in relation to neighbouring land, or
 - on larger major development schemes, where they could be used at the pre-application stage to enhance public engagement, prior to the submission of the formal application. In such cases updated versions to show any amendments to the scheme following community engagement and any pre-app guidance from the Local Planning Authority (i.e. as the submitted plans on the application) should be submitted.
- 2.43.4. Such drawings/stills from virtual 3-d models should:
- Show the proposals from multiple angles (i.e. not just the best angles), and
 - Be clearly annotated to ensure it is clear the direction of the view, what buildings and other features are shown, the date on which the 'existing' environment has been modelled, and the date(s) on which they have been created and/or updated.
 - Be submitted in a supported file type/format, preferably *.pdf *.gif or *.jpg format

- 2.43.5. The software used to produce virtual 3-dimensional models of proposals is often capable of producing a file type that can be shared online and/or pre-set fly-through style videos. Whilst they can be very interesting, such videos and/or copies of the 3-dimensional model itself often require significant electronic memory, and therefore they are currently not encouraged to be submitted as part of a planning related application. Care also has to be taken with such things in terms of potential GDPR requirements especially if they include actual video or photographs of the existing environment that may have captured members of the public. If you wish to share interactive versions of your 3-dimensional model or fly-through videos it is therefore recommended that you host them on your own website/elsewhere and provide a stable hyperlink to them within your [Planning Statement](#) and/or any other relevant documents.
- 2.43.6. Such drawings/images from modelling can also be used to support [Daylight/ Sunlight assessments](#)
- 2.43.7. Physical Models of a proposed development can be useful at public in person consultation events, but the Local Planning Authority cannot upload the actual model to the website (i.e. the public record) and therefore is not particularly accessible during the application consultation process and long term retention is impractical. Therefore, if they are produced, photographs of that model from multiple angles should be submitted, rather than the actual physical model.
- 2.43.8. Please note:**
- **such 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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2.44. *Joinery and Window Details*

2.44.1. **When required to validate an application:**

- **This is required for all applications for Planning Permission and/or Listed Build Consent, which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts, within or to heritage assets.**

2.44.2. If an applicant/agent is unsure if they need planning permission and/or Listed Building Consent, and/or if their proposals are likely to be approved, advice can be provided by the Local Planning Authority via its [Pre-application Advice Service](#).

2.44.3. If a proposal is seeking Planning Permission (e.g. on a [listed building](#), or in an [Article \(4\) area of a Conservation Area](#), or if Permitted Development Rights for such works have been removed via condition on a [previous consent](#)) and/or Listed Building Consent to replace windows or doors, the application will need to include full [Joinery and Window details](#) detailing the existing and proposed windows/doors

2.44.4. These details would need to be in the form of:

- a) Close up photographs or drawings showing the existing windows, doors and their surroundings at a scale of 1:10 and horizontal and vertical cross-section drawings at a scale of 1:2 showing the details of the glazing bars, sills, heads, methods of opening and glazing
- b) Drawings showing proposed windows, doors and their surroundings at a scale of 1:10 and horizontal and vertical cross-section drawings at a scale of 1:2 showing the details of the glazing bars, sills, heads, methods of opening and glazing.

And

- c) a supporting elevational drawing#(s) or annotated photograph(s) identifying which windows each of these photographs/drawings relates to.

2.44.5. For conservatories on Listed Buildings, the elevational and cross-sectional drawings (to the scales identified above) must include a continuous horizontal cross-section through windows and doors, and details of the glazing bars, sills, heads,

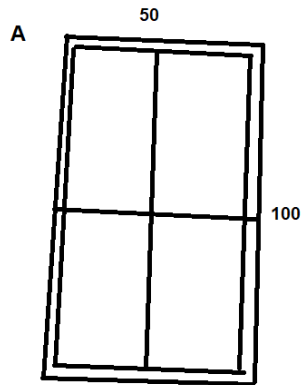
cornice and methods of glazing and opening.

- 2.44.6. For shopfronts, the elevational and cross-sectional drawings (to the scales identified above) must include details of the glazing bars, sills, heads, fascia, pilasters, stallriser, cornice, method of glazing, shopfront lettering and colour scheme.
- 2.44.7. Where the windows/doors proposed to be removed are historic, it is recommended that the application also includes a justification statement supported by evidence that the windows/doors are beyond repair.
- 2.44.8. It may be possible to agree these details by condition in some instances. However, it is recommended such details are supplied upfront wherever possible as it may not be possible to grant consent without such details, and in the event that consent is granted with conditions, a further **discharge of condition** application would then be required which would likely result in additional costs and delay to the process before works can commence on site.

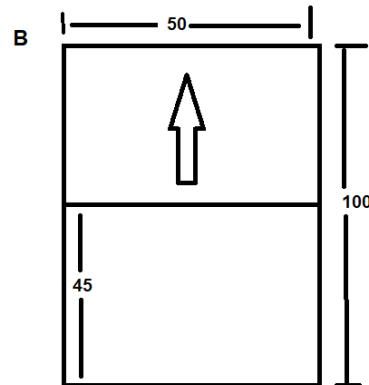
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Examples of drawings that are not sufficient

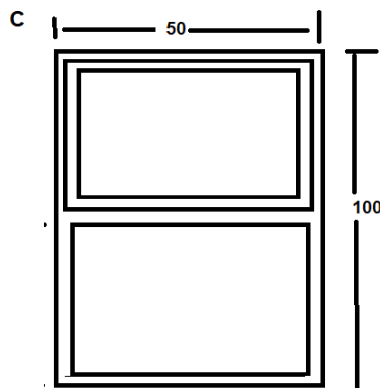
These illustrations are based upon drawings that have been submitted for applications previously but are unacceptable in terms of their lack of accuracy or level of detail. Therefore drawings/sketches of this type will not be acceptable to validate applications where window or joinery details are required upfront e.g. replacement windows in flats.



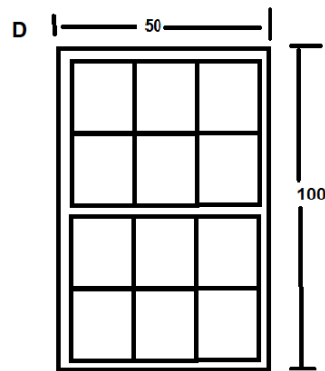
Not to scale
Note - to match existing "like for like"



Not to scale
Note - to match existing "like for like"



Not to scale
Note - to match existing "like for like"



Not to scale
Note - to match existing "like for like"

Example A doesn't appear to have even used a ruler. It is very unlikely that any opening is this unsquared in terms of the angle of the sides to one another.

Example B doesn't show the proposed frame layout or type of opening. The arrow suggests the top half opens but is that a sliding sash or a top hung opening. It is also unclear how wide the frames are proposed to be and/or whether the opening would be flush with or project from the main window frame.

Example C is better in that some indication of frames is provided but it is still unclear how wide those frames are proposed to be and/or whether the opening would be flush with or project from the main window frame.

Example D shows that there would be some bars within the windows, but like the other examples it is still unclear how wide those frames are proposed to be and/or whether the opening would be flush with or project from the main window frame.

All of these examples are also not drawn to scale so dimensions that are not annotated cannot be measured, and those dimensions that are labelled don't have a unit size (i.e. are they centimetres, inches?). The examples also leave questions about how the windows are proposed to open.

The reference to being 'Like for like' replacements is also potentially misleading and inaccurate, because however closely the new windows are intended to match the existing, there will be slight differences and these differences are likely to be greater if the materials are proposing to change and/or there is a proposed change from single to double glazing, and larger frames and glazing bars often result from such changes. Therefore, the term 'like for like' should not be included.

Examples of what is expected

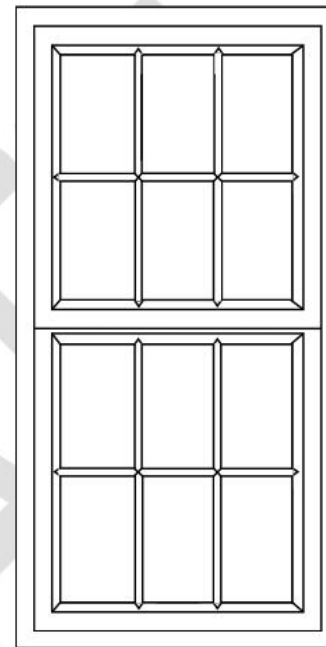
As set out above, all drawings of windows must be to scale, and clearly show all profiles, frame widths, method of opening and all other details of their features.

The following example is an illustration of the minimum level of detail expected on drawings for replacement windows. Along with a drawing along the lines of or more detailed than the illustration below, the window openings to which it relates on the building would also need to be identified, either through an annotated photograph or elevational drawing.

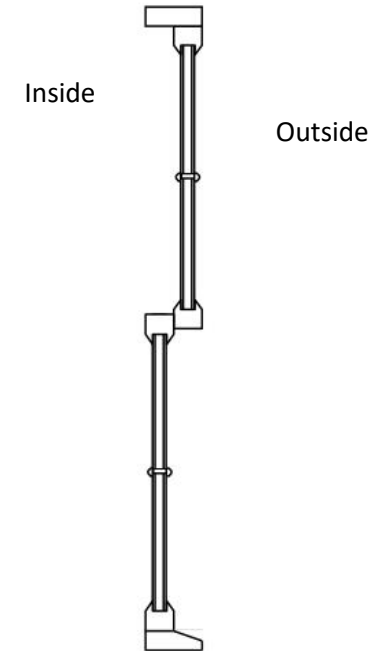
Please note this is an illustration only, rather than a specific window design that may or may not work, and in no way provides any indication of the suitability or otherwise of a window of such a design.

In addition to the above, larger scale cross section of certain detailing such as glazing bars may also be required (usually at a scale of 1:2 or 1:1)

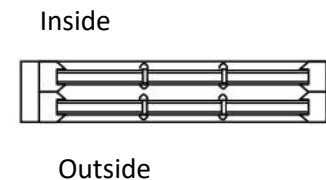
Window 1 - Sash



Vertical Cross Section



Horizontal Cross



Scale 1:10

Materials

White painted uPVC

Double glazed units

2.44.9. Further sources of information:

- [Historic England – The National Heritage List for England \(NHLE\)](#)
- [Historic England – General Advice on Historic Building maintenance, repair and conservation](#)
- [East Suffolk – District Wide Information on Conservation Areas including Appraisals](#)
- [East Suffolk – District Wide - Non-Designated Heritage Assets – Local Criteria](#)
- [East Suffolk Council – Historic Environment Supplementary Planning Document \(2021\)](#)

2.44.10. Please note:

- **such 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.**

2.45. *Landscape and Visual Impact Assessment*

- 2.45.1. **A Landscape and Visual Impact Assessment (LVIA) is required to validate an application for:**
- **schemes which are likely to have significant landscape or visual impacts, whether that is due to its scale, location or another factor.**
 - **All application where an Environmental Impact Assessment is required.**
- 2.45.2. A Landscape and Visual Impact assessment may form part of an environmental statement where a proposal would fall within the guidelines of an Environmental Impact Assessment (EIA) development.
- 2.45.3. A Landscape and Visual Impact assessment should include:
- a description of the site and the landscape context,
 - evaluation of the landscape sensitivity and the capacity to accommodate the development,
 - identification and assessment of landscape effects,
 - identification and assessment of visual effects,
 - visualisations of proposed development in line with Landscape Institute technical guidance,
 - measures that would avoid or minimise adverse effects,
 - where significant adverse effects are unavoidable, consideration of alternatives and why they have been rejected,
 - methodology of Landscape and Visual Impact Assessment with reference to best practice guidance.

- 2.45.4.** It is also recommended that a Landscape and Visual Impact Assessment is submitted for any sites which are covered by an allocation policy that specifically highlights a requirement for landscape assessment. These allocation policies are located within district level Local Plan documents and Neighbourhood Plans.
- 2.45.5.** A Landscape and Visual Impact Assessment should be proportionate to the scale of development and in some cases a Landscape and Visual Impact Appraisal will be satisfactory. This should be agreed with the Council before submission.
- 2.45.6. Links to national, district level and neighbourhood plan documents can be found in the further information section below, and in
- [National Planning Policy Framework](#) (NPPF) – Section relating to Conserving and enhancing the natural environment
 - [National Planning Policy Guidance](#) – Section on Natural Environment.
 - [Landscape and seascape character assessments - GOV.UK \(www.gov.uk\)](#)
 - [The Landscape Institute.](#)
 - [Guidelines to Landscape and Visual Impact Assessment Third Addition \(GLVIA 3\) produced by the Landscape Institute.](#)
 - [Historic Landscape Characterisation: a Tool for Understanding and Managing Whole Areas | Historic England](#)
 - [Suffolk Landscape Character Assessment](#)
 - [East Suffolk Council – Suffolk Coastal Landscape Character Assessment](#)
 - [East Suffolk Council – Waveney and Great Yarmouth Landscape Character Assessment](#)
 - [Suffolk Coast and Heaths Area of Outstanding Natural Beauty – Touching the Tide Landscape Character Assessment](#) (Area of Outstanding Natural Beauty now known as Suffolk & Essex Coast & Heaths National Landscape)
 - [Suffolk Coast and Heaths Area of Outstanding Natural Beauty – Valued Landscape Assessment Suffolk Coast & Heaths](#)

[Additional Project Area](#) (Area of Outstanding Natural Beauty now known as Suffolk & Essex Coast & Heaths National Landscape)

- [East Suffolk area – Neighbourhood Plans](#)

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2.46. Landscape Masterplan, Landscape Strategy and/or full landscaping details.

- 2.46.1. **An Indicative Landscape Masterplan or Landscape Strategy should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework** (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).
- 2.46.2. **It is recommended landscaping details are supplied up front for all applications for development where soft and/or hard landscaping is to be undertaken, this includes planning applications for:**
- **new build dwelling(s), commercial units, agricultural buildings, medical services and community uses, significant extensions to existing commercial units, agricultural units, medical services and community uses, and**
 - **The conversion of existing buildings to dwelling(s), commercial uses, medical services and community uses.**
- 2.46.3. It is important that consideration is given early in the process of designing any scheme to ensuring that sufficient space is allocated for landscaping within schemes from the outset, to ensure that there remains appropriate provision of such areas for landscaping including tree planting. Therefore, as set out above, an indicative Landscape Masterplan or Landscape Strategy will be required on all Major applications and minor applications a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework. This includes applications for Outline Planning Permission, and they should demonstrate that sufficient space can be provided within the site for landscaping alongside the buildings, parking, access roads and other facilities/features.
- 2.46.4. The submission of landscaping details with the application including Reserved Matters submissions is strongly encouraged in order to reduce the potential need for conditions on the consent (if granted) which would then need to be discharged via a **discharge of condition** application, which can add additional time delays and costs to the construction process.
- 2.46.5. Details should include:
- Schedule of proposed planting of trees, hedges and shrubs,

- any existing trees and vegetation to be retained,
- surface materials for hard landscaping,
- boundary treatments,
- any excavation or changes in ground level,
- planting specification,
- tree pit details where tree planting is proposed in hard landscaping,
- the timescale for implementation, and
- proposals for long-term maintenance and landscape management.

2.46.6. In some circumstance, particularly with outline planning applications, applicants may wish to provide a lesser amount of landscaping detail, however in such a case it will need to be acknowledged that full landscaping details will be expected as part of reserved matters applications or as a pre- commencement condition.

2.46.7. Further information can be found via:

- [National Planning Policy Framework](#) – Section relating to Conserving and enhancing the natural environment
- [National Planning Policy Guidance](#) – Natural Environment
- [The Landscape Institute](#)
- [Royal Horticultural Society](#)
- [British Association of Landscape Industries](#)

- 2.46.8. Please also note - It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings 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.**

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2.47. *Lighting Assessment / Details of Lighting Scheme*

- 2.47.1. **A Lighting Assessment/details of a lighting scheme will be required to validate an application for:**
- **all applications for development where the development is likely to result in a material increase in levels of light pollution (for example floodlighting or illumination in the countryside).**
 - **ll proposals located within an area covered by a “Dark Skies” policy (or similar policy) within a “Made” [Neighbourhood Plan](#), which specifies a requirement for the submission of a lighting statement/scheme/assessment for the type of development proposed (for example Mutford Neighbourhood Plan requires a lighting statement for new dwellings and commercial developments, but not for extensions to existing dwellings).**
- 2.47.2. An assessment should include details of any existing and proposed external lighting and the hours when the lighting would be switched on. These details should all include a layout plan with beam orientation and schedule of the equipment in the design (such as manufacturers specifications), and demonstrate how any artificial light spill may extend beyond the site in to neighbouring properties/gardens.
- 2.47.3. Details of “Dark Skies” and similar policies within “Made” Neighbourhood Plan Policies can be found on the Neighbourhood Plans section of the East Suffolk Website (link below).
- 2.47.4. Further information and guidance can be found via:
- [National Planning Policy Framework](#) – Section relating to Conserving and enhancing the natural environment
 - [National Planning Policy Guidance](#) – Section relating to light pollution
 - [DEFRA Artificial Light in the Environment Policy Update December 2013](#)
 - [Institute of Lighting Professionals – Guidance Note 1 for the reduction of obtrusive light 2021](#)
 - [East Suffolk Council – Waveney Local Plan \(Adopted March 2019\)](#)

- [East Suffolk Council – Suffolk Coastal Local Plan \(Adopted September 2020\)](#)
- [Neighbourhood Plans within East Suffolk](#)

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2.48. *Marketing Assessment*

2.48.1. **A Marketing Assessment is required for those applications that involve:**

- the loss or change of use of a public house,
- any application that involves or consists of the loss of a designated or non-designated heritage asset, on the grounds of redundancy and economic viable repair,
- any application that involves the loss of a building or use that provides employment ,
- conversion to residential use within any area safeguarded employment land as allocated within the development plan (i.e. the [Local Plans](#) and [Neighbourhood Plans](#)),
- Conversion of holiday lets to unrestricted residential dwellings
- an application that involves the loss of a community facility or community asset

2.48.2. A marketing assessment should include the details defined in [Appendix 4 of the East Suffolk Council Waveney Local Plan \(if within the former Waveney District Area\)](#) and [Appendix E of the East Suffolk Council – Suffolk Coastal Local Plan for the former Suffolk Coastal District Area](#).

2.49. *Models*

- 2.49.1. Physical Models of a proposed development can be useful at public in person consultation events, but the Local Planning Authority cannot upload the actual model to the website (i.e. the public record) and therefore is not particularly accessible during the application consultation process and long term retention is impractical. Therefore, if they are produced, photographs of that model from multiple angles should be submitted, rather than the actual physical model.
- 2.49.2. A suitable alternative could be supply [Isometric Drawings](#) and/or still shots/images from [virtual 3-dimensional models](#)

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2.50. *Noise Impact Assessment and/or acoustic report*

2.50.1. **A Noise Impact Assessment and/or Acoustic report are required to validate an application for:**

- **Proposals that generate noise such as industrial and/or commercial developments, for example workshops; public houses and clubs or**
- **Proposals that include equipment that can generate significant levels of noise e.g. refrigeration plant, equipment, air conditioning plant, sewage treatment plants requiring pumping equipment, air source heat pumps, wind turbines and other uses/forms of development including such equipment at residential properties and smaller commercial units such as restaurants and takeaways**
- **‘Major Development that require a [Transport Statement or Assessment](#).**
- **The introduction of new noise sensitive receptors (such as those associated with new residential dwellings, hospitals, or schools) adjacent to sources of noise, including roads, railways, commercial, industrial sources, pubs and clubs.**

2.50.2. Noise assessments or acoustic reports should be carried out by a suitable qualified and competent person.

2.50.3. For residential development, the assessment shall follow the principals of [ProPG: Planning & Noise – New Residential Development: Main Guidance](#) unless otherwise agreed by the Council’s Environmental Protection Team

2.50.4. here the application is for a commercial kitchen ventilation or extraction system a statement on the system should be included in the application detailing the position and design of the ventilation and extraction equipment, together with noise abatement techniques (if necessary). Reference should be made to the latest edition of EMAQ+ Guidance “Control of Odour and noise from Commercial Kitchen and Exhaust Systems”

2.50.5. Guidance on when a Noise Impact Assessment and/or acoustic report would most likely be required to validate an application for air source heat pumps, wind turbines, ground source heat pumps etc is included in the guidance on **renewable energy** accompanying this validation list.

2.50.6. Guidance on when a Noise Impact Assessment and/or acoustic report would most likely be required for sewage treatment plants is included in the notes on sewage treatment plants within each **application type** of the guidance

accompanying this list.

2.50.7. All Noise Impact Assessment or acoustic reports should have reference to the following guidance where relevant:

- BS 4142:2014+A1:2019 - Methods for rating and assessing industrial and commercial sound
- BS 8233:2014 - Guidance on sound insulation and noise reduction for buildings
- BS 5228-1:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites. Part 1: Noise
- BS 5228-2:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites – Part 2: Vibration

2.50.8. You are advised to contact the [Environmental Protection Team](#) to discuss the scope of any noise report submitted.

- [National Planning Policy Guidance – Section on Noise](#)
- [Noise Policy Statement for England](#)
- [Nuisance smells: how councils deal with complaints - GOV.UK \(www.gov.uk\)](#)
- [East Suffolk Environmental Protection Team](#)

2.51. Odour Assessment

2.51.1. An Odour Assessment is required to validate an application:

- **When a proposal, whether residential, commercial or of another type, has the potential to cause significant levels odour or any potential air quality matters for future occupants or those of adjoining areas or where a development is proposed near to an existing source of odour**

2.51.2. This includes both large scale developments , generating odour or air pollution directly by their use, including smaller developments such as restaurants/takeaways. This could include the transport of odourous materials.

2.51.3. Where an odour assessment is necessary reference should be made to the latest edition of the IAQM “Guidance on the assessment of odour for planning”. An appropriate site-specific assessment should be submitted for all residential proposals near known sources of odour, with particular regard to adjacent industrial uses or where an odorous use is proposed

2.51.4. Where the application is for a commercial kitchen ventilation or extraction system an assessment should be submitted in accordance with the latest edition of EMAQ+ Guidance – [“Control of Odour and Noise from Commercial Kitchen Exhaust Systems”](#)

2.51.5. The East Suffolk Environment Protection Team should be contacted to confirm the scope of any assessment.

2.51.6. An Odour Assessment may also need to be accompanied by an [Air Quality Assessment](#)

2.51.7. Further guidance and information can be found via:

- [National Planning Policy Framework \(NPPF\)](#)
- [Institute of Air Quality Management Guidance on the assessment of odour for planning](#)

2.52. *Open Space Assessment*

2.52.1. **An Open Space Assessment is required to validate an application for:**

- **Any development that results in the loss and/or creation of open space; ; and/or**
- **new residential development of five or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities, and/or**
- **development on open space in the East Suffolk District, whether it is in public or private ownership.**

2.52.2. Where new residential development is proposed, the assessment should provide details of the open space to be provided in relation to the number and type of dwellings alongside details on how it is proposed that the open space will be managed and maintained in perpetuity.

2.52.3. Where development is proposed on open space (whether in public or private ownership), the assessment should demonstrate that the land or buildings are no longer required for that purpose, are not economically viable and there is no local demand for the land or buildings in their current use.

2.52.4. It should include:

- reasoned justification as to why development affecting such facilities should be allowed,
- details of the area of sports facilities to be lost and any replacement,
- information on any assessment considered to support the view that the open space, sport and recreation facilities are surplus to requirements,
- details of quality, accessibility, management and maintenance of proposed facilities and of existing facilities where there is a proposed loss,
- details of existing and proposed changing/toilet facilities,

- technical details including surfacing, fencing and floodlighting,
- details of proposed sports to be played, including the level to be played at.

2.52.5. Where built development is proposed on the designated local green spaces or open spaces as defined within either of the district level [Local Plan Documents](#) or within any of the 'Made' [Neighbourhood Plan](#) Areas it will need to be clearly demonstrated that it is required to enhance the role and function of the identified Local Green Space/open space.

2.52.6. It is recommended that such Assessments make reference to the requirements of

- the [National Planning Policy Framework \(NPPF\)](#),
- [National Planning Policy Guidance \(NPPG\)](#),
- the 'Open Space' policies within the Local Plan relating to area of the district in which the application is located i.e. Policy SCLP8.2 (Open Space) of the East Suffolk Council Suffolk Coastal Local Plan and Policy WLP8.23(Protection of Open Space) of the East Suffolk Council Waveney Local Plan, and any relevant site allocation policies within those Local Plans.
- Any open space related or relevant site allocation policies the relevant Neighbourhood Plan if the site is within a Neighbourhood Plan Area. And where appropriate:
 - [Sport England Playing Fields Policy and Guidance](#)
 - [Fields in Trust – Guidance for Outdoor Sport and Play](#)

2.53. *Parking layout plans*

2.53.1. **Parking Layout Plans are required to validate an application for:**

- **Any development which includes alterations to existing parking and access arrangements, including those at individual dwellings**
- **Any full or reserved matters application for the development of 10 or more dwellings or 1,000m² of commercial floor space,**

2.53.2. This is required for all development where there is an increase in number of dwellings or bedrooms or for new commercial units proposing parking areas. It should clearly indicate the proposed parking spaces and associated infrastructure including any within carports cartlodges and garages. For smaller developments this may be included in the [block plan](#), but on larger schemes this should be a separate plan, ideally annotated with dimensions to demonstrate how all spaces accord with the [Suffolk County Council Parking Guidance](#)

2.53.3. The plan should highlight what type of vehicles the parking spaces are to be provided for (e.g. cars, two-wheeled motor vehicles, bicycles etc) which spaces are to be equipped with electric charging points and how those spaces meet the [Suffolk County Council Parking Guidance](#)

2.53.4. It is recommended that in drafting such layout plans, the following are considered:

- The section in the [National Planning Policy Framework \(NPPF\)](#) relating to Sustainable Transport,
- the parking and sustainable transport relevant policies within the [Local Plan](#) relating to area of the district in which the application is located i.e. Policy SCLP7.1 (Sustainable Transport) & SCLP7.2 (Parking Proposals and Standards) of the East Suffolk Council Suffolk Coastal Local Plan and Policies WLP8.21) (Sustainable Transport) and WLP8.29 (Design) of the East Suffolk Council Waveney Local Plan, and any relevant site allocation policies within those Local Plans.
- Any parking or transport related or relevant site allocation policies the relevant Neighbourhood Plan if the site is within a [Neighbourhood Plan Area](#).

- the [Suffolk County Council Parking Guidance](#)
- The [Suffolk Design: Streets Guide](#)

2.53.5. Please note:

- **Such 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.**

2.54. *Phasing Plan/Schedule*

- 2.54.1. A phasing Plan/Schedule is required where the development is to be phased, for whatever reason.
- 2.54.2. A Phasing Plan/Schedule must detail which order the development is going to take place. It is recommended this is provided in the form of an annotated layout plan(s) and a schedule listing the order in which each plot/unit will be commenced and completed.
- 2.54.3. If the phasing is proposed the description of development on the application form should also make it clear that the development is to be phased. E.g. “Erection of 20 dwellings (phased)”.
- 2.54.4. There should be a clear planning reason for phasing a development i.e. there needs to be a reason as to why certain elements of the scheme have to take prior to others. Potential examples of when phasing maybe required on a scheme could include:
- on large housing development site where certain facilities have to be in place prior to a certain stage of development to ensure they are in secured and in place and an appropriate time, e.g. phase one could be units 1-10, phase 2 the public open space, phase 3, units 20-35 etc.
 - where existing heritage assets are required to be restored and converted prior to a certain proportion of the new build units.
 - Where the development includes self-build units as they are likely to be developed at different times.
- 2.54.5. The phasing of development can also have consequences for [Community Infrastructure Levy \(CIL\)](#) payments, but this in itself should not be a reason for phasing a development.
- 2.54.6. **Please note:**
- **such 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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2.55. *Planning Statement*

- 2.55.1. **A planning statement is required for all applications where the context and justification for a proposed development needs to be demonstrated, and in particular all applications for major development, change of use and developments that do not accord with the development plan.**
- 2.55.2. **However, if you wish to submit a statement to explain and/or justify your proposals with reference to relevant planning policies, you may do so on any scale of application.**
- 2.55.3. A planning statement should:
- detail how the proposal has taken account of national and local planning policy,
 - identify the context for the development and why the site has been chosen,
 - detail the intensity and type of use and who the users would be,
 - detail any consultation that has taken place with the local authority, statutory consultees or wider public and the feedback from that consultation (where this has not been incorporated as a separate statement of community involvement)
- 2.55.4. It may also include details of consultations with the local planning authority, the wider community and the statutory consultees that have been undertaken prior to submission of an application (a [statement of community involvement](#) may be incorporated into the planning statement where appropriate).

Community Assets

- 2.55.5. Where a proposal affects a community asset either in terms of the way it functions, its potential future viability and/or its total loss, a [Community Facilities Justification Statement](#) should be submitted (either as part of the planning statement or as a separate document). This should include:
- reference to the [List of Assets of Community Value](#) (ACVs) (please note if a site is not on this list it can still be a community asset worthy of retention).

- Details/evidence for the change/reduction/loss of the asset.

Sports and Playing Fields

2.55.6. Where proposals effect or create sports facilities and/or playing fields, or generate a substantial need for them, a planning statement should also include the following and/or make reference to an [Open Space Assessment](#) submitted on the application:

- reasoned justification as to why development affecting such facilities should be allowed,
- details of the area of sports facilities to be lost and any replacement,
- information on any assessment considered to support the view that the open space, sport and recreation facilities are surplus to requirements,
- details of quality, accessibility, management and maintenance of proposed facilities and of existing facilities where there is a proposed loss,
- details of existing and proposed changing/toilet facilities,
- technical details including surfacing, fencing and floodlighting,
- details of proposed sports to be played, including the level to be played at.

2.56. *Public Rights of Way*

- 2.56.1. Developers will be expected to make opportunities to enhance access to the countryside, coast and to services and facilities through improvements to the public rights of way network.
- 2.56.2. As the effect of development on a public right of way is a material consideration in the determination of a planning application, applications should include details about the definitive position of public rights of way across or adjacent to or within the vicinity of a development site and how they will be protected and enhanced. Proposals which seek to create or amend public rights of way should include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed, as those works are likely to be development requiring planning permission and therefore should form part of the application, to avoid the potential need for a further application at a later date.
- 2.56.3. Therefore, if there is a Public Right of Way on or adjoining your application site:
- its definitive route should be shown on the [Proposed Block Plan/Site Layout Plan](#). The route must be that shown on the [Suffolk County Council Definitive Map](#), not the route as it appears on the ground (although it can be useful to also indicate that route).
 - Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during construction to prevent materials etc from being stored on the route)
 - If your scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.
- 2.56.4. Further information on the material consideration of Public Rights of way can be found in [Planning Practice Guidance: Open space, sports and recreation facilities, public rights of way and local green space - Public rights of way and National Trails](#)
- 2.56.5. The process of diverting, creating or extinguishing a right of way is a separate legal process from planning permission under the Town and Country Planning Act 1990 Section 257 or 258 and all those details of location, width and surface will need to be provided when a Public Path Order is applied for and will be looked at by the Highway Authority for Suffolk, Suffolk County Council Rights of Way, and the relevant officer at East Suffolk Public Path Orders or relevant

colleague in Babergh Mid Suffolk processing the order under the provision of the rights of way services agreement.

- 2.56.6. Following the amendment of Section 257 by the Growth and Infrastructure Act 2013, a public path order may be made in anticipation of planning permission. However, an order made in advance of planning permission cannot be confirmed by either the local authority or the Secretary of State until that permission has been granted.

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2.57. Refuse storage/presentation plan

- 2.57.1. Applications will not be made invalid because they lack information regarding Refuse Collection, however you are strongly advised to submit this information upfront with the following applications as it will speed up the process because this information will not then be asked for during the course of application process (likely delaying determination) and it may reduce the need to submit further applications to discharge conditions on proposals for:
- Creation of new dwellings,
 - New retail business,
- And
- Industrial or leisure or other similar developments.
- 2.57.2. All applications for new dwellings should provide details of bin storage and collection/presentation points. This may be included on a [block or layout plan](#) where appropriate.
- 2.57.3. Bin presentation and storage areas should be situated within the application site, outside of the area of the highway which is maintainable at public expense (including pavements), because if they are left in such areas bins may present an obstruction to highway users.
- 2.57.4. On larger schemes a separate drawing showing these areas may be required in order to enable sufficient detail of these and other features to be shown and annotated. Details of routes and swept path diagrams for vehicular turning and manoeuvring, suitable for the vehicles used within the East Suffolk District for the collection of waste and recycling, must also be shown on schemes where those vehicles are going to need to enter the application site.
- 2.57.5. National, district level and neighbourhood plan policies seek to ensure proposals are appropriately assessed in terms of the refuse and recycling bin storage and presentation areas, in the interests of amenity and highway safety.
- 2.57.6. Please note:**

- **such 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.**

2.58. Retail / Leisure Impact Assessments

2.58.1. **A Retail /leisure Assessment is required for planning applications for all proposals relating to main town centre uses, on sites outside of town centres, including: -**

- **New development;**
- **Redevelopment of existing facilities;**
- **Extensions to existing facilities;**
- **Changes of use involving development;**
- **Applications to vary or remove existing planning conditions, which would have the effect of creating additional floorspace e.g. mezzanine floor, or changing the range of goods sold.**

2.58.2. **This is required for developments within the former Waveney area (based upon [Local Plan](#) Policy WLP8.18) for:**

- **Town centre uses over 350sqm on edge of centre or on out of centre sites.**

2.58.3. **This is required for developments within the former Suffolk Coastal Area, (based upon [Local Plan](#) Policy SCLP4.8) for:**

- **Ipswich Area – proposals outside the Ipswich town centre with a Floor Space Impact Threshold (gross) larger than 750sqm,**
- **Felixstowe – proposals outside the centre with a Floor Space Impact Threshold (gross) larger than 750sqm,**

- **Woodbridge – proposals outside the centre with a Floor Space Impact Threshold (gross) larger than 750sqm,**
- **Aldeburgh, Framlingham, Leiston and Saxmundham - – proposals outside the centre with a Floor Space Impact Threshold (gross) larger than 350sqm,**

2.58.4. A requirement for such an assessment is also included within some [Neighbourhood Plan](#) Policies

2.58.5. In accordance with the [National Planning Policy Framework \(NPPF\)](#) , any retail or leisure impact assessment should include:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area (as applicable to the scale and nature of the scheme)

2.58.6. It must also include a sequential test, which should consider whether there are any sequentially preferable sites that exist and should assess such sites in terms of availability, suitability and viability. Sequentially preferable sites are those within existing centres, then edge of centre locations and only if suitable sites are not available (or expected to become available within a reasonable period) should out of centre sites be considered (see NPPF).

2.59. Roof Plans

2.59.1. Applications must include roof plans showing the existing and proposed arrangement, for proposals that comprise:

- the conversion of the building(s) involving significant external works (including works to the roof such as the insertion of rooflights and dormers, the replacement of the roof structure and/or the replacement of the roof coverings),
- any ‘Major’ or ‘Minor’ planning application or Listed Building application which includes an extension and/or alteration that would result in a new roof being connected to the existing roof,
- and/or the replacement of a roof on a dwellinghouse or any other building (e.g. the removal of the existing roof and installation of a new roof to enable the creation of accommodation within the roofspace). Such applications are also likely to also require at least one [streetscene](#) drawing.

2.59.2. Roof plans must be:

- Be at a scale of 1:100 or 1:50 (ideally at the same scale as the floor plans) for all new buildings and for all proposals where extensions/alterations are proposed to existing buildings, that would result in additional roofslopes connecting/tying in with the existing and/or resulting in complex roofslope arrangements.
- Include a scale bar
- Include a title to identify the development and subject of the drawing
- Include a unique drawing number which also indicates any revisions (e.g.1234Revision B)
- All revisions to previous plans should be described to identify any changes (e.g. Revision A – additional rooflight on rear roofslope)
- Include the date the plan was prepared or amended

2.59.3. Although not an essential requirement, it is recommended that such plans include dimensions, to enable ease of understanding for those consulted on and/or viewing the plans.

2.59.4. Please note:

- **such 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.**

2.60. *Rural Workers Dwelling Statement*

2.60.1. A Rural Workers Dwelling Statement is required on:

- all planning applications for new rural workers dwellings.
- and
- All applications seeking to vary or remove agricultural or other rural workers occupancy conditions on existing dwellings.

2.60.2. The [National Planning Policy Framework \(NPPF\)](#) requires that local planning authorities should avoid new isolated homes in the countryside, unless there are special circumstances such as an essential need for a rural worker to live permanently at or near their place of work in the countryside.

2.60.3. This is also a requirement of the [East Suffolk Local Plans](#) (Policy SCLP5.6 within the former Suffolk Coastal Area, and Policy WLP8.8 within the former Waveney Area). A requirement for such information is also included within some [Neighbourhood Plan](#) Policies.

2.60.4. In order to seek to demonstrate compliance with the NPPF, Local Plan Policies, and Neighbourhood Plan Policies, and any relevant [Supplementary Planning Guidance](#), proposals for the development of isolated rural workers dwellings must provide key information to ensure unnecessary and potentially obtrusive development in the countryside is avoided.

Applications for new rural workers dwellings

2.60.5. In order to demonstrate compliance with the NPPF and Local Plan Policies WLP8.8 and SCLP5.6, applications for new rural workers dwellings must be accompanied with evidence showing that:

- There is a clearly established existing functional need.
- The need relates to a full-time worker, or one who is primarily employed in agriculture and does not relate to a part time requirement.

- The unit and the agricultural activity concerned have been established for at least three years, have been profitable for at least one of them, are currently financially sound and have a clear prospect of remaining so.
- The functional need could not be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available (or could be made available) for occupation by the workers concerned.

And

- Any other requirements set out in the relevant Neighbourhood Plan (where applicable)

Applications seeking to vary or remove occupancy conditions

2.60.6. In accordance with Local Plan Policies WLP8.8 and SCLP5.6, those applications seeking to vary or remove agricultural occupancy conditions must be accompanied with a statement showing that:

- There is evidence that there is no long-term need for an agricultural worker dwelling in the on the holding/business and in the locality.
- Include evidence to show that the property has marketed to ensure proper coverage within the relevant sector for at least one year at a price which reflects the existence of the occupancy condition,
- The dwelling has been made available to a minimum of three Registered Providers operating locality on terms that would prioritise its occupation by a rural worker as an affordable dwelling and that option has been refused.

and

- Any other requirements set out in the relevant [Neighbourhood Plan](#) (where applicable)

2.61. Site Location Plan

2.61.1. As a minimum such plans must:

- Be at a scale of 1:1250 or 1:2500 (and the scale should be identified/labelled),
- Show at least two named roads when possible, in rural areas one road is sufficient, along with any surrounding buildings/local landmarks (e.g. church, named farmstead etc), to enable the site to be clearly identified.
- If the site is close to the Strategic Road Network (i.e. the roads managed/maintained by National Highways rather than Suffolk County Council) and/or the proposal is likely to affect the traffic movements to a particular junction(s) onto the Strategic Road Network, these should also be shown on the site location plan.
- If submitted based on OS data, the plan needs to contain the relevant licence information as required by copyright law.
- Direction of North needs to be indicated.
- Include a title to identify the development and subject of the drawing
- Include a unique drawing number which also indicates any revisions (e.g.1234 Revision B)
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed)
- Include the date the plan was prepared or amended
- Include a red line around the application site (see below).

Guidance on the Red and Blue Lines

- 2.61.2. The application site must be edged clearly with a red line, including all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car-parking and open areas around buildings. If an existing access is going to be used, the red line needs to go up to the edge of highway land.
- 2.61.3. Applicants should check that all land within the red line is within their ownership or control or consists of adopted highway. Where the red line includes third party land this needs to be reflected in the ownership certificate on the [application form](#).
- 2.61.4. A blue line must be drawn around any other land owned or controlled by the applicant, close to, or adjoining the application site.
- 2.61.5. **Please note:**
- **such 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.**

Examples of unacceptable Site Location Plans

- 2.61.6. The following examples are based upon some of the most common reasons that site location plans are not suitable when submitted for planning applications. They are provided to illustrate what not to do.

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Example 1

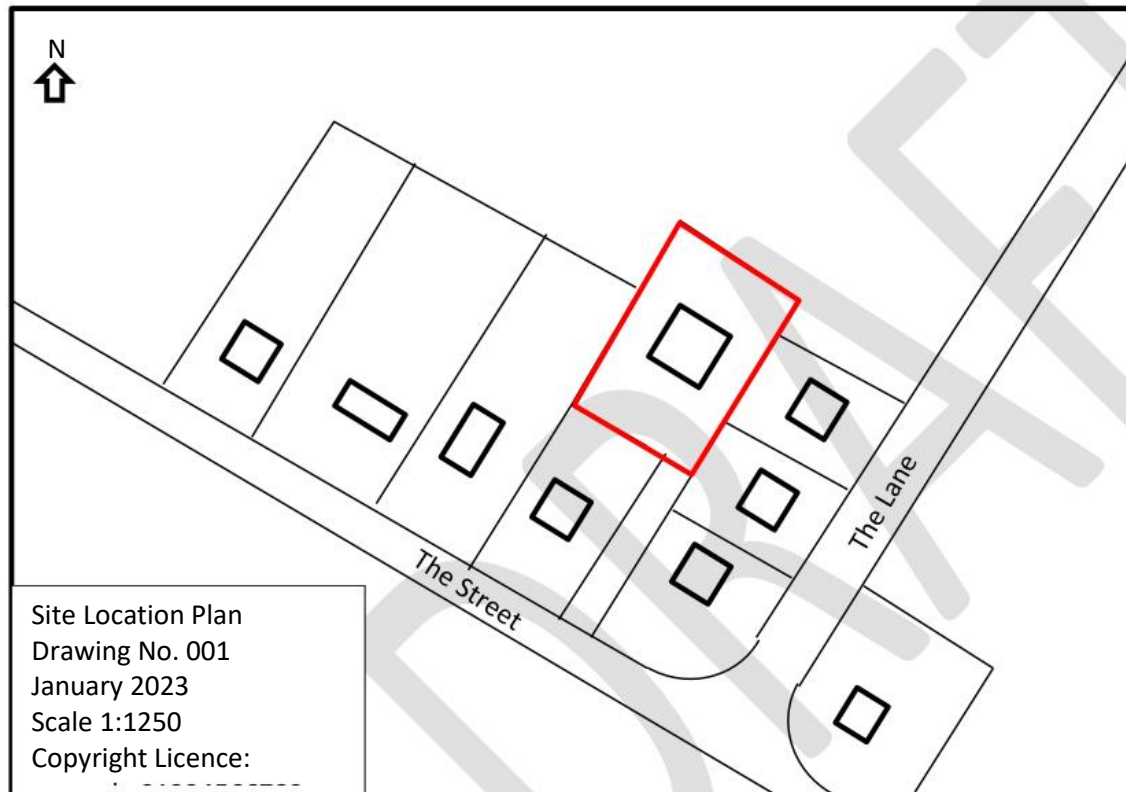
- 2.61.7. This example is **unacceptable** for many reasons including being an aerial photograph, rather than a map to a recognised scale. It also doesn't have a red line around the boundaries of the application site, which is required to identify the boundaries of the site and its location. It also doesn't have the necessary copyright licence for a site location plan.

Google Maps images are not suitable for site location plans.



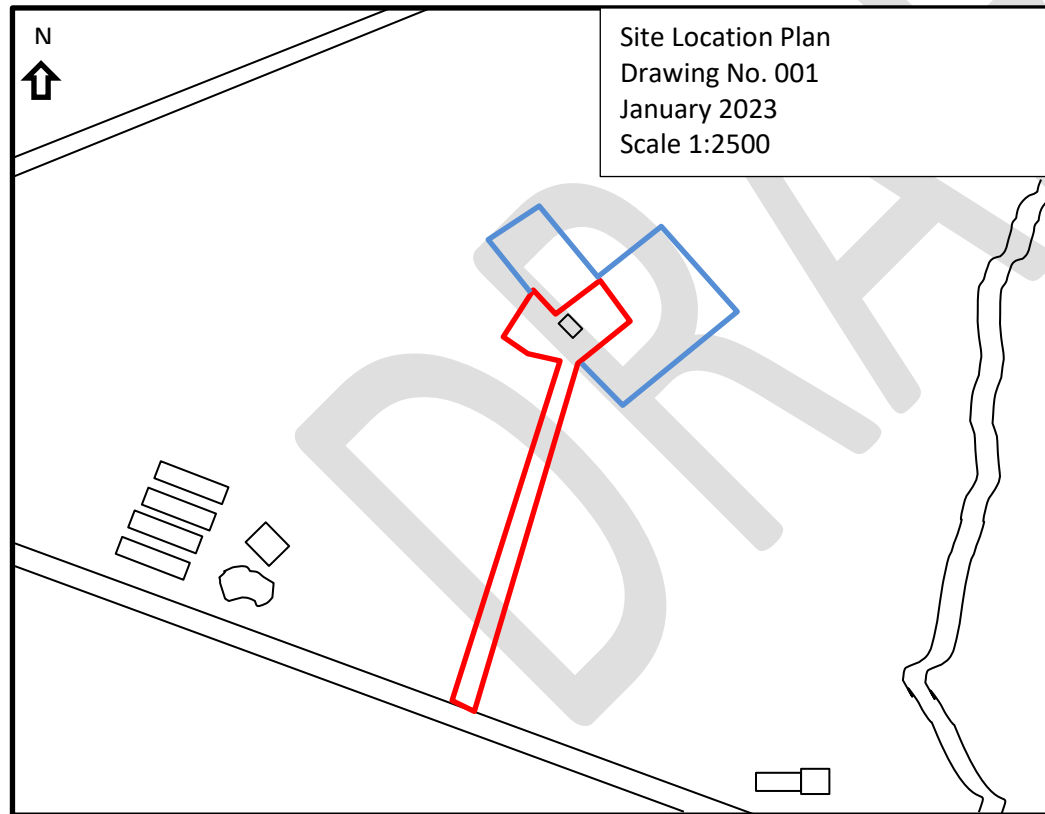
Example 2

- 2.61.8. This example is also **unacceptable**, because although it is to a recognised scale, with two named roads, the red line doesn't appear to include all of the application site because the access to the highway has not been included.



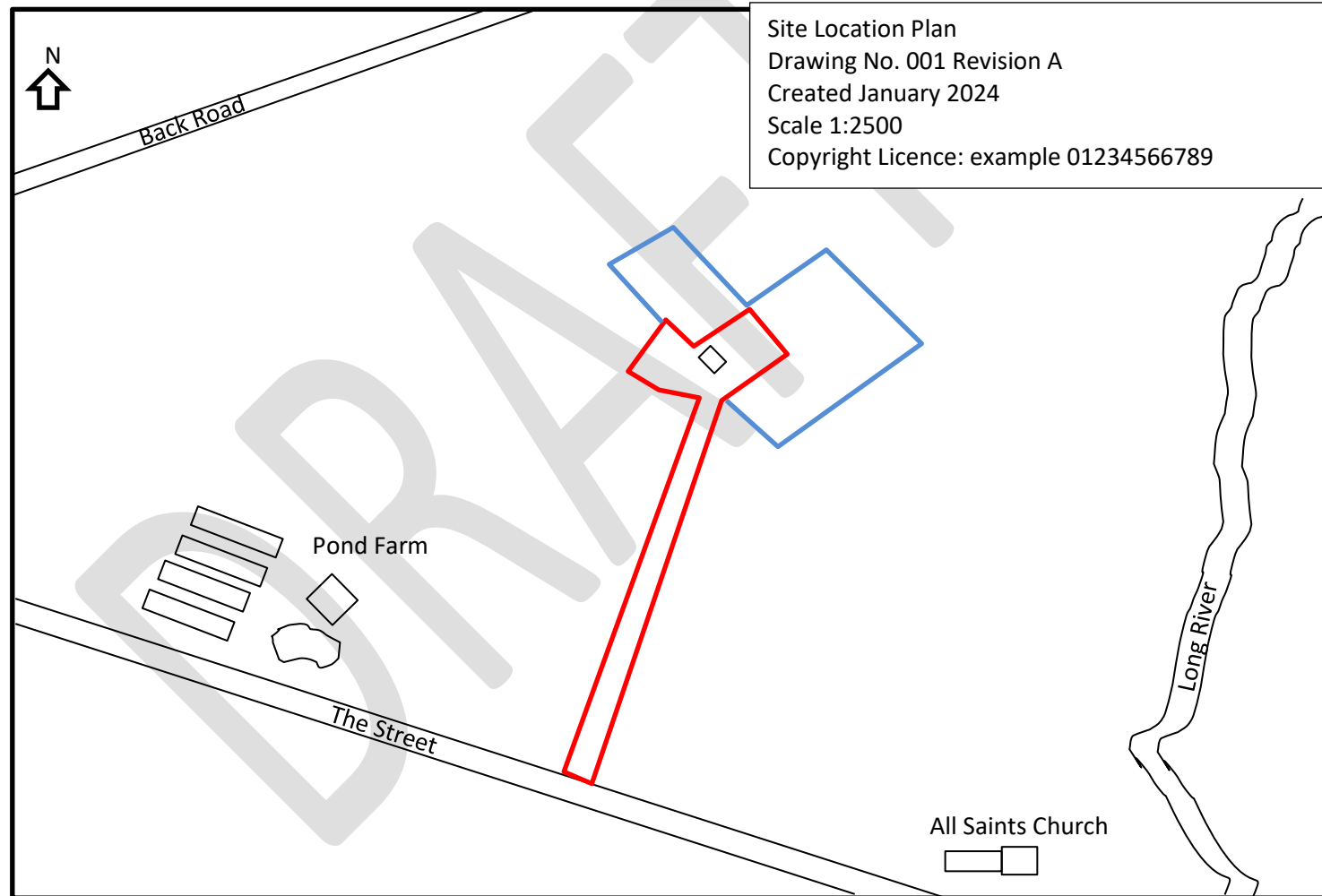
Example 3

- 2.61.9. This example is also **unacceptable**, because although it is to a recognised scale, has the red line around the application site including the access to the road, and a blue line around other land under the same ownership, and the required copyright licence information, there are so few landmarks or named roads that the site cannot be easily identified.
- 2.61.10. In this case either a larger plan is required or annotation needs to be added to identify the roads and/or at least two landmarks such as the nearby farmstead and/or what appears to be a church, and/or the river, so that those looking at it can understand where the site is located.



Example of an acceptable Site Location Plan

2.61.11. The following example of a Site Location Plan is acceptable because it meets all of the criteria defined above.



2.62. Streetscene

2.62.1. Existing and/or Proposed Streetscene drawings will be required when an application involves:

- Substantial forward projecting extension(s) or alteration(s) of an elevation of any building (including dwellings) fronting a public highway or open space (including but not limited to roads, public footpaths, playing fields etc)
- Upwards extension of any building (including dwellings) including the replacement of roofs to create accommodation within the roofspace and/or the erection of an entire new floor,
- New or Replacement buildings of any use including dwellings, commercial or other uses where the site is situated within an existing row or close group of dwellings or other buildings.
- The creation of new streets e.g. schemes for houses served by a new access road.

2.62.2. Streetscene drawings must:

- These drawings need to show the existing and proposed appearance of any existing streetscene that would be altered by the proposed development, and/or any new streetscenes which would be created as a result of the proposed development.
- Include accurate existing and proposed ground, eaves and ridge levels of existing buildings on and adjacent to the site. These will need to be based upon accurate surveys and therefore a [topographic survey](#) and elevational surveys may need to be undertaken.
- Be drawn to scale, a scale of 1:100 is usually recommended.
- Be annotated and clear labelled as to which street scene (ie. location is shown for each drawing)

2.62.3. Where *appropriate* streetscene drawings can be combined with [cross section drawings](#).

2.62.4. Please note:

- **such 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.**

2.63. *Structural Survey*

2.63.1. **A Structural Survey is required to validate an application that involves::**

- **substantial demolition,**
- **And/or structural alterations to,**
- **And/or would affect the structural integrity of the building and/or involve the substantial conversion, demolition, extension or alteration of:**
 - **a listed building or non-designated heritage asset, the conversion of a building to a new use,**
 - **the demolition (including any part demolition) of an agricultural building, as part of a change of use of a building,**
 - **And/or Demolition in a Conservation Area.**

2.63.2. Structural surveys must be carried out by a suitably qualified professional and will need to:

- Include details about the condition of a building and whether it is capable of accommodating all of the proposed works,
- And identify any remedial or other works to ensure the retention of the building (these should also be detailed in the [‘Conversion Specification’](#)).

2.63.3. A structural survey submitted in relation to a heritage asset (designated or otherwise) must include:

- an extensive photographic survey detailing the current structural condition, and,
- where applicable, a schedule of repairs necessary to make the building structurally sound. (these should also be detailed in the [‘Conversion Specification’](#)).

2.63.4. Please note:

- **plans included as part of or accompanying the Structural Survey 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.**

2.64. *Sustainable Drainage Strategy*

- 2.64.1. The [National Planning Policy Framework \(NPPF\)](#) requires that all major development incorporate Sustainable Drainage Systems (SuDS) unless there is clear evidence that this would be inappropriate.
- 2.64.2. Therefore, Sustainable Drainage Systems (SuDs) are required at validation stage for all applications for major development which is defined as development of
- ten or more dwellings (or 0.5 hectares for residential development where the number of dwellings is unknown)
 - for the creation of more than a 1000 square metres of floor space and/or
 - where the site is greater than one hectare).
- 2.64.3. Detailed advice on the requirements of SuDS information and format for inclusion in application submissions is contained in [Suffolk Flood Risk Management Partnership Strategy Appendix A – SuDS Design Guide, and Appendix C – Protocol](#).
- 2.64.4. SuDs measures must be shown on all relevant plans submitted, in order to demonstrate how SuDs integrate with planned public open spaces, landscaping, roads, trees and buildings. Plans should identify multifunctional SuDs for example, those which enhance biodiversity or improve water quality. Details should be submitted that include any soakage test results and calculations, drainage, design layout and calculations (including summary on [Suffolk County Council SW Drainage Proforma](#)), proposals for protection of SuDs and watercourses during construction, details of adoption and maintenance.
- 2.64.5. **The proforma is to be completed with all Major applications.**
- 2.64.6. Sustainable drainage systems should be considered with regard to any existing flood risk to the site, and/or other issues identified with the site specific [Flood Risk Assessment](#) (where applicable).
- 2.64.7. National, district level and neighbourhood plan policies seek to ensure proposals are appropriately located and designed to minimise flood risk both to the development itself and existing development elsewhere. The specific policies relating

to flood risk and drainage, are too numerous to list here, but it is recommended that the relevant flood and drainage related policies are referred to and considered, in the design of any proposals.

2.64.8. The [Suffolk Local Flood Risk Management Strategy](#) can provide developers some context into flood management for Suffolk on a larger scale, including links to and extracts from key national guidance documents. Please contact the Council's Drainage Engineering Team on tel. 01473 432854 or the Environment Agency website for further information

2.64.9. Further information can be found via the following links:

- [National Planning Policy Framework](#) – Section relating to “Meeting the challenge of climate change, flooding and coastal change”
- [National Planning Policy Guidance](#) – Flood risk and coastal change
- [Map of National Flood Risk Zones](#)
- [Suffolk Flood Risk Management Strategy \(published by the Suffolk Flood Risk Management Partnership\)](#)
- [Suffolk County Council Guidance on development and flood risk](#)
- [East Suffolk Strategic Flood Risk Assessment](#)

2.64.10. Please note:

- **such 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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2.65. Sustainable Construction Statement /Plan

2.65.1. A Sustainable Construction Statement is required for:

- **Proposals or ‘Major’ development of 10 or more houses, and commercial or school development schemes of 1,000sqm or more of floorspace.**

2.65.2. As a minimum, the Sustainable Construction Statement should:

- On application sites anywhere in the district, the Sustainable Construction Statement should:
 - For all new residential development in the District the statement should demonstrate how the development is going to achieve the optional technical standard in terms of water efficiency of 110 litres/person/day unless it can be demonstrated that it is not viable or feasible to do so,
 - Seek to demonstrate how the scheme complies with
 - the [National Planning Policy Framework \(NPPF\)](#),
 - and the [National Planning Policy Guidance \(NPPG\)](#) (particularly sections relating to Climate Change, Renewable energy and low carbon energy)
 - Policies of the relevant [Local Plan](#) (further details below),
 - Any relevant policies within [Neighbourhood Plan](#) if the application site is within a Neighbourhood Plan Area.
 - The [East Suffolk Sustainable Construction SPD](#)
- On applications within the former Waveney Area, in accordance with Policy WLP8.28(Sustainable Construction) [East Suffolk Council – Waveney Local Plan \(Adopted March 2019\)](#), the Sustainability Statement should also demonstrate that where practical the scheme incorporates:
 - Improved efficiency of heating, cooling, and lighting of buildings by maximising daylight and passive solar gain

- through the orientation and design of buildings.
- Sustainable water management measures such as the use of sustainable drainage systems, green roofs and/or rainwater harvesting systems.
 - Locally sourced and recycled materials.
 - Renewable and low carbon energy generation into the design of new developments. Larger schemes should explore the scope for District heating.
 - Minimising construction waste, including designing out waste during the design stage, selecting sustainable and efficient building materials and reusing materials where possible.
 - Accessible and unobtrusive sustainable waste management facilities such as adequate provision of refuse/recycling/composting bin storage.
 - A show home demonstrating environmentally sustainable options which can be purchased and installed in homes bought off-plan
 - On all new office and school developments in the former Waveney area of equal or greater than 1,000sqm gross floorspace the Sustainable Construction Statement should set out how the scheme is to achieve the British Research Establishment Environmental Assessment Method 'Very Good' standard or equivalent unless it can be demonstrated that it is not viable or feasible to do so.
- On applications within the former Suffolk Coastal Area, in accordance with Policy SCLP9.2 (Sustainable Construction) of the [East Suffolk Council – Suffolk Coastal Local Plan](#), the Sustainability Statement should also:
 - Demonstrate that new developments of more than 10 dwellings will achieve higher energy efficiency standards that result in a reduction in CO2 emissions below the Building Regulations, with exceptions only being allowed where this is not viable or feasible to meet the standards,
 - Set out whether the use of locally sourced, reused and recycled materials, along with on-site renewable energy generation has been considered in order to achieve environmental net gain in new build or conversion

developments, and if locally sourced, reused and recycled materials are not proposed to be utilised, why they have been discounted,

- Explain how the development proposals incorporate measures for minimising waste arising from the construction process. All new non-residential developments of equal or greater than 1,000sqm gross floorspace are required to achieve the British Research Establishment Environmental Assessment Method 'Very Good' standard or equivalent unless it can be demonstrated that it is not viable or feasible to do so.
- Proposals should improve the efficiency of heating, cooling and lighting of buildings by maximising daylight and passive solar gain through the orientation of buildings.

- 2.65.3. In addition to text, and specifications of particular features to be incorporated etc, the Sustainable Construction Statement/Plan must include a copy of the proposed block/site layout plan is annotated to show which properties are proposed to be Part M4(2) compliant.
- 2.65.4. For those properties that are to be M4(2) compliant, the information to be submitted must be as listed in the [Sustainable Construction Supplementary Planning Document \(SPD\)](#) including the space and design requirements. Such details may need to be a combination of floor plans/other drawings, technical specifications and written statement.
- 2.65.5. The Sustainable Construction statement must also include the [M4\(2\) checklist](#).
- 2.65.6. The Sustainable Construction Statement could also include the [Energy Statement](#).

2.66. *Telecommunications report*

- 2.66.1. A telecommunications report is required for all applications for new sites for telecommunications equipment (excluding prior approval applications)**
- 2.66.2. Telecommunications applications will need to be accompanied by:
- Area of search.
 - Details of the proposed structure.
 - Technical justification.
 - Evidence of mast sharing.
 - Details of any consultation undertaken.
- 2.66.3. It can form part of a [Planning Statement](#), but that document should be titled to make it clear it includes the above information.

2.67. *Topographical Survey*

2.67.1. **A topographical survey will be required when:**

- **The proposal is for new buildings or structures (other than fences, gates, free-standing walls and other means of enclosure, unless they are proposed to retain earth) on a site with a significant change in levels, or where there is a significant change in levels between the site and neighbouring land,**
- **The scheme includes significant ground level works i.e. excavation of or building up land, terracing or levelling of areas of land with or without retaining walls, or sufficient scale as to constitute an engineering operation (i.e. usually undertaken using machinery rather than a spade)**

2.67.2. Where a topographical survey is submitted, there will be no need for an ‘existing block plan’, but a [‘proposed block plan’](#) will still be required (other than for retrospective applications). The proposed block plan must show the proposed ground levels once all other works included within the scheme have been undertaken.

2.67.3. Where there are significant variations in ground level on a site or adjacent land and/or significant ground level works are proposed, the application should also include existing and proposed [‘cross sections’](#).

2.67.4. A [hydrographical or Bathymetric Survey](#) will also be required where an application site and/or proposed works would either involve works below high tide level in the sea or an estuary, or below potential water levels within a river, stream, pond, reservoir or other water feature. Where a site is both above and below water level, these surveys can be combined on one drawing.

2.67.5. Whilst LIDAR (Light Detection and Ranging) data can be used for some sites, instead of a topographical survey, the scale and level of data would need to be akin to that normally collected through a topographical survey, in order to be sufficiently detailed for application purposes.

2.67.6. **Please note:**

- **such 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.

2.68. *Transport Statement or Assessment*

2.68.1. **When required to validate an application:**

- **On all developments that are likely to generate significant levels of movements to and from the site, or within the site in the case of larger mixed-use developments. E.g.**
 - Major Housing Schemes
 - Major Commercial schemes that include an increase in floorspace
 - Major Commercial schemes for a change of use to a proposal that would increase comings and goings from a site e.g. a change to retail, office or logistics uses
 - Major community, health or education schemes.
- **All ‘major’ developments that are likely to generate significant levels of movements to and from the site (e.g. 30+ dwellings or more 1,000sqm commercial floorspace),**

And/or

- **On sites for the development of sites allocated in the Local Plan Policies or Neighbourhood Plan Policies which specifically refer to the submission of such documents.**

2.68.2. If you are unsure if your application would fall into one of the above categories, please contact the Local Planning Authority for definitive advice prior to commissioning such a statement or assessment.

2.68.3. The [National Planning Policy Framework \(NPPF\)](#) requires that all developments that generate significant amounts of movement should be required to provide a [travel plan](#), and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

2.68.4. The Transport Statement/Assessment should consider and take account of:

- The details of the proposed development, including its location, layout and transport access and layout across all modes of transport. Neighbouring uses and the local/nearby road, public transport, cycle and pedestrian pathway network,
- Connectivity to/from existing facilities/services likely to be required by occupants/users of the proposed development, and connectivity for those in existing developments to/from facilities and services that are proposed as part of the development scheme (e.g. schools, shops, medical centres etc),
- Existing public transport provision and frequency of services, including accessibility to the proposed development and any changes proposed.
- A qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site.
- The trips likely to be generated by committed development in the vicinity of the site (i.e. allocated sites and/or those with planning permission),
- Data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the vicinity of the site and identification of critical links and junctions on the highways network.
- An analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent 5-year period if the proposed site has been identified as within a high accident area.
- An assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas). This may need to cross-reference with/be accompanied by an [Air Quality Assessment](#) and/or [Noise Impact Assessment or Acoustic Report](#).
- A description of parking facilities in the area and the parking strategy of the development.

and

- Ways of encouraging environmental sustainability by reducing the need to travel.

2.68.5. The Transport Statement/Assessment should also demonstrate that:

- The opportunities for sustainable transport modes (including cycle and pedestrian) have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure.
- Safe and suitable access to the site can be achieved for all people.
- Improvements can be undertaken within the transport network that cost effectively limits the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.

2.68.6. The Transport Statement/Assessment should consider the impact upon the Strategic Road Network (i.e. the adopted roads managed/maintained by National Highways rather than Suffolk County Council), if the scheme would:

- Be likely to generate more than 30 additional two-way trips in the peak hours at the nearest Strategic Road Network Junction, or
- It is physically located so close to a Strategic Road Network junction that traffic entering and leaving the site could affect the safe and free flowing operation of the junction in question.

2.68.7. In such cases the Transport Statement/Assessment should set out how those future development trips will be distributed on the road network, particularly at peak hours and in terms of both Light Goods Vehicles and Heavy Goods Vehicles. The assessment should be undertaken in accordance with DfT Circular 01/2022 “The Strategic Road Network and the Delivery of Sustainable Development” or any subsequent version. The document “The strategic road network: Planning for the future (A guide to working with Highways England on planning matters)” and the Planning Practice Guidance PPG (the National Planning Policy Framework NPPF dated December 2023 or any subsequent version) provides additional information.

- 2.68.8. Where any mitigation proposed physically interacts with the SRN, National Highways recommends the DMRB design standards and expect that any mitigation scheme to be supported by (where applicable):
- a. Appropriate designs and supporting junction modelling.
 - b. Requirements for Safety Risk Assessment (GG104)
 - c. Walking, Cycling and Horse-riding Assessment and Review (WCHAR – GG142)
 - d. Stage One Road Safety Audit (GG119)
- 2.68.9. It is also recommended that a Construction Management Plan is submitted with such application and early engagement takes place with National Highways for such proposals prior to the submission of an application.
- 2.68.10. Whilst not an essential component of making an application valid, it is recommended that consideration is given to Active Travel and Sustainable transport in designing the site to promote and prioritise active and sustainable travel modes. In considering such matters it is recommended agents/applicants refer to the:
- [Active Travel England: Planning Advice toolkit](#)
 - [East Suffolk Cycling and Walking Strategy,](#)
 - [East Suffolk Healthy Environments Supplementary Planning Document \(expected to be adopted later in 2024\)](#)
- 2.68.11. The Transport Statement/Assessment should also consider/have regard to
- [Suffolk Streets Guide](#) ,
 - [National Planning Policy Framework](#) – Section “Promoting sustainable transport”,
 - [National Planning Policy Guidance](#) – Travel Plans, Transport Assessments and Statements and
 - [Suffolk County Council Travel Plan Guidance.](#)
- 2.68.12. The Transport Statement/Assessment may also need to be accompanied by a [Travel Plan](#).

- 2.68.13. Suffolk County Council Development Management team should be contacted to provide further advice as to the scope of the assessment and what information should be included within a Transport Assessment/Transport Statement:
Highways.DevelopmentControl@suffolk.gov.uk

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2.69. *Travel Plan*

2.69.1. **When required to validate an application:**

This is required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications i.e.

- **Major Housing Schemes**
- **Major Commercial schemes that include an increase in floorspace**
- **Major Commercial schemes for a change of use to a proposal that would increase comings and goings from a site e.g. a change to retail, office or logistics uses**
- **Major community, health or education schemes.**

2.69.2. A Travel Plan is a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that contains a suitable action plan and is annually reviewed and monitored. The Travel Plan should also link to the supporting Transport Assessment or Statement that will also need to be submitted.

2.69.3. The scope and content for a Travel Plan should ideally be discussed prior to any application being submitted in consultation with the Highway Authority (Suffolk County Council).

2.69.4. Opportunities and improvements to deliver sustainable transport objectives could include funding or providing bus services and/or the appropriate related infrastructure for bus services.

2.69.5. Travel Plans should include an evaluation and consideration of:

- Benchmarked travel data including trip generation databases,
- Information related to the nature of the proposed development,

- Forecast level of trips by all modes of transport likely to be associated with the development,
- Any relevant information about existing travel habits of the surrounding area,
- Proposals that form part of the scheme to reduce the need for travel to and from the site via all modes of transport
- Proposals to improve public transport services.
- Parking Strategy options (if appropriate – and having regard to national policy on parking standards and the need to avoid unfairly penalising motorists,

and

- Proposals to enhance the use of existing, new and improved public transport services and facilities for other sustainable transport modes including cycling and walking by both occupants of the proposed development by the existing wider community.

2.69.6. They should also have regard to the

- [Suffolk Streets Guide \(2022 Edition\)](#) ,
- [National Planning Policy Framework – Section 9 \(Promoting sustainable transport\)](#),
- [National Planning Policy Guidance – Travel Plans, Transport Assessments and Statements](#) and
- [Suffolk County Council Travel Plan Guidance](#).

2.70. *Variation of Condition Planning Statement/Specification*

2.70.1. **When required to validate an application:**

- **on all applications seeking to vary a condition(s) on previous planning permissions or Listed Building Consents**

2.70.2. A variation of Condition Statement should explain which conditions the applicant is seeking to vary and how they are seeking to vary them.

2.70.3. In the case of applications seeking to vary the condition that states the approved drawings/plans on Planning Permissions, this Variation of Condition Statement/Specification must also include:

- a list identifying all of the physical changes proposed from the previously consented scheme, including those to elevations and floorspace,
- details of any changes in floorspace (fresh [CIL form](#) will also be required),
- drawings annotated to highlight the changes,
- and
- a list of the new/proposed plans and which previously consented plans they are proposed to supersede/replace.

2.70.4. Where the plans or conditions proposed to be varied affect the surveys and assessments previously approved, those surveys and assessments may need to be resubmitted and amended to reflect changes, eg. layout changes may affect an approved Surface Water / [Sustainable Drainage Strategy](#) and/or [Parking layout plans](#) and/or [Landscape Masterplan, Landscape Strategy and/or full landscaping details](#) and/or other matters.

2.70.5. In the cases of applications seeking to vary other conditions (including those on Listed Building Consents), the Variation of Condition Statement/Specification should explain how the applicant is seeking to vary the conditions (i.e. which elements of the wording) and explain why these changes are sought.

2.70.6. This is also an opportunity for the applicant/agent to provide any justification they wish to make for such changes. As

part of this justification it may be beneficial to provide additional supporting documents relevant to the reasons for the proposed changes e.g. [Flood Risk Assessment](#)

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2.71. *Ventilation/Extraction Equipment Details and Assessment*

2.71.1. **When required to validate an application:**

- **all applications for restaurants, cafes, pubs, wine bars and any other drinking establishment and all hot food takeaways, that are proposing new businesses or alterations/extensions that affect the areas used for cooking, and**
- **Any other applications proposing filtration plant, ventilation, refrigeration or similar equipment including air source heat pumps and air conditioning.**

2.71.2. Details should include details of the:

- type, size and location of the filtration plant, ventilation or similar equipment,
- a scheme to attenuate noise and vibration,
- final noise levels emitted,
- the sizes and route of the ductwork, and
- the location of the final discharge point, including where applicable details of odour control and filtration equipment proposed to be fitted.

2.71.3. Development should be expected to protect the amenity of the wider environment by minimising odour, noise and other forms of disturbance.

2.71.4. In cases where an outline assessment of the noise emissions indicates that the development may generate noise disturbance, a further assessment may be required by the Environmental Protection Team.

2.71.5. Further details can also be found in the [Air Quality Assessment](#), [Odour Assessment](#) and [Noise Assessment](#) Sections of this list.

2.71.6. Please note:

- such 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.

Further information

- [National Planning Policy Framework](#) – Section 15 (Conserving and enhancing the natural environment)
- [National Planning Policy Guidance](#) – Noise
- [National Guidance – Noise impact assessments involving calculations or modelling](#)
- [East Suffolk Council – Environmental Protection](#)

2.72. *Viability Assessment*

2.72.1. **A Viability Assessment is required to validate an application where it:**

- **cites viability as a factor in the legal agreement draft heads of terms, particularly for applications involving less affordable housing or other housing mix requirements than would otherwise normally be required by planning policy,**
- **Where a proposal seeks to provide less than the policy requirement in terms of:**
 - **Affordable housing provision,**
 - **Other housing mix requirements,**
 - **Other on-site requirements defined in local planning policy,**
 - **seeks the conversion of holiday lets to unrestricted dwellings,**
 - **Or seeks a use which is not policy compliant on the grounds of viability.**

2.72.2. The policy requirement referred to above relates to the housing mix policies within both district level Local Plan documents and those set out in [Neighbourhood Plans](#), such as Policy FRAM3 (Housing Mix) of the Framlingham Neighbourhood Plan.

2.72.3. The NPPF requires that all viability statements are publicly available for inspection.

2.72.4. A full un-redacted viability assessment should be provided at the time of submission. In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable, the local planning authority will require the applicant to submit an evaluation with all the following information:

- existing use value supported by an independent valuation,
- land acquisition price and the basis for its purchase,
- salient terms of acquisition (for example subject to planning, soils, ground conditions survey),
- purchase process (for example private treaty, open market bid, auction),
- purchase costs including legal and agents' fees,
- estimated sales values with independent supporting evidence including schedule of unit sizes,
- estimated construction costs supported by tender costs or QS schedule to include a specified contingency, contract related fees and itemised/defined 'abnormal',
- itemised preliminary costs,
- professional fees presented under each respective heading,
- S106/CIL costs as advised by the local planning authority,
- assumptions regarding phasing,
- financing rate and evidence of financing terms/details (for example debt/equity ratio),
- estimated profit together with contextual information appropriate to the developers target returns,
- value/cost of the affordable housing provision, where relevant, together with tenure assumption and calculation of any commuted sum, and any supporting evidence.


2.72.5. Valuation using standard viability models such as Homes and Community Agency, Royal Institute of Chartered Surveys, Three Dragons, will be acceptable providing they provide all the above information and are supported by an appropriate cash flow analysis.

2.72.6. Further information and guidance can be found via the following:

- [National Planning Policy Framework](#)
- [National Planning Policy Guidance – Viability:](#)
- [Royal Institute of Chartered Surveyors \(RICS\) – Financial Viability in planning: Conduct and Reporting](#)
- [East Suffolk Council – Community Infrastructure Levy](#)
- [National Development Appraisal Tool](#)

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Email us 

Development Management Team (Planning Applications)
planning@eastsoffolk.gov.uk

Development Management Team (Duty Planner)
dutyplanner@eastsoffolk.gov.uk

Planning Policy and Delivery Team
planningpolicy@eastsoffolk.gov.uk


Call us
Customer Services
03330 162 000


Write to us
East Suffolk District Council
Development Management Team
Riverside, 4 Canning Road, Lowestoft,
Suffolk, NR33 0EQ

This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact the Council using one of the methods above.

www.eastsuffolk.gov.uk/planning/

Appendix C: Draft version of “Local Validation Guidance – Chapter 1: Householder Planning Applications for extensions and/or alterations to dwellings and outbuildings, other works within their curtilage, and means of enclosure”

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 1: Householder Planning Applications for extensions and/or alterations to dwellings and outbuildings, other works within their curtilage, and means of enclosure

Introduction

This document provides guidance on the drawings and documents required for Householder Planning Applications (i.e. those for works to houses/bungalows, their outbuildings, other works within their gardens and means of enclosure such as fencing). This guidance is based upon East Suffolk Council Local Validation List 2024, and covers the following types of proposal:

- [Extension\(s\) and/or alterations to the dwellinghouse](#)
- [Outbuilding\(s\)](#)
- [Annexes](#)
- [Swimming pools or other pools or ponds](#)
- [Ground level changes](#)
- [Foul water/sewage treatment plants](#)
- [Domestic heating fuel tanks.](#)
- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

In addition to Planning Permission for the proposed works, if the property is a **Listed Building or curtilage listed**, then Listed Building Consent may also be required. If a Listed Building Consent application is also required alongside your planning application you should also consult the Application for **Listed Building Consent** section of this guide to check if there are any other requirements for your applications.

If the application is seeking consent to **work from home and the business activity is of a type and/or scale that requires planning permission**, and/or the scheme is seeking to enlarge a garden, in most cases an application for full **Planning Permission** will be required, which will need to include a change of use along with any physical works required to facilitate that change. The Householder application process cannot be used for such proposals that require a material change of use.

If you are **not sure if your proposals require Planning Permission and/or Listed Building Consent** it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

Prior to submitting a formal application for planning permission it is also recommended that applicants and agents read the guidance on the [Before submitting a planning application](#) page of our website.

Please note that Building Regulations are not the same as Planning Permission. Works may require one, the other or in many cases both, and the requirements for each form of consent are different. For further guidance on Building Control/Regulations see [Building Control » East Suffolk Council](#)

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](#) 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. [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) (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

If the application is seeking to apply for extensions, alterations or works to your own home, another dwelling or its garden it is recommended that the description is clear about the works that are proposed, including any demolition, but does not list all the specific alterations you are making to the interior, the dimensions of the addition(s), a long descriptive set of details, or personal reasoning for wishing to alter and extend.

Applications for extensions and alterations to dwellings have a tendency to be either far too long or far too short. The description just needs to be limited to a brief summary of the elements the works require, and that the application is seeking planning permission for. However, it should be long enough to include sufficient information to be clear what is proposed.

For example, a description in the following form would be too brief as it is unclear where on the property the extensions are proposed or what scale of extension is proposed:

“Erection of extensions”

A description in the following form would also be inappropriate as it is far longer than is needed. It also refers to internal works that do not require planning permission, and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Erection of two-storey side extension which would be 3m wide by 5m deep with pitched roof with 6 rooflights and gable facing the road containing a Juliet balcony. The extension will be finished in pink render with an artificial slate roof.

Erection of single-storey rear extension which would be clad in black weatherboarding, with bi-folding doors on the side elevation. The rear extension would be 4m wide by 4m deep with a flat roof containing a roof lantern.

The existing detached double garage within the side garden is to be demolished to enable the erection of the side extension.

The extensions are proposed to create a utility room, two new bedrooms, a bathroom and an enlarged living room with new internal doorways on the ground floor and removal of internal walls.

These are required due to a growing family and to modernise the property.”

A more appropriate form of description would be along the lines of:

“Erection of two-storey side extension and single-storey rear extension (existing detached garage to be demolished)”

Another form of development where descriptions have a tendency to be very short or very long is for proposals or retention of fences, walls and gates. A good example for a fence would be along the lines of the one below as it is clear in broad terms what feature is proposed and where. That is all the description needs to cover.

“Erection of close-boarded fence along the eastern side of the garden adjoining The Street.”

Terms that are open to subjective, or to potentially wide interpretation of matters of fact and degree, should also be avoided. For example, instead of saying “Erection of sustainably designed single-storey detached outbuilding”, the description should read “Erection of single-storey outbuilding”.

Where an application is being submitted to seek to retain existing physical works and/or an existing use this should be made clear in the description of development, by referring to the proposals as retrospective e.g.:

“Retentions of close-boarded fence along the eastern side of the garden adjoining The Street.”

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

Requirements based upon the proposed physical works

If the scheme proposes multiple elements, the applicant/agent will need to submit all the documents specified in all relevant sections. For example, if the scheme is proposing both an extension and solar panels, the applicant/agent will need to supply the documents listed both sections that relate to those types of project.

This guidance explains what is required for the following types of proposal:

- [Extension\(s\) and/or alterations to the dwellinghouse](#)
- [Outbuilding\(s\)](#)
- [Annexes](#)
- [Swimming pools or other pools or ponds](#)
- [Ground level changes](#)
- [Foul water/sewage treatment plants](#)
- [Domestic heating fuel tanks.](#)
- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)

- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

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Extension(s) and/or alterations to the dwellinghouse

If the proposal includes **extension(s) and/or alterations to the dwellinghouse** (including **porches, conservatories, solid extensions, replacement of or changes to windows and/or doors, dormer windows, roof lights, balconies, cladding and rendering**), the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the **introduction of this chapter**
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- **Existing and Proposed Elevational Plans**

The **Existing Block Plan/Site Layout Plans** must include and label any structures or features that are to be demolished/removed including any trees (also see section in site features table below).

The **Proposed Block Plan/Site Layout Plans** should include the position of any extensions in relation to the existing building, the site boundaries and the neighbouring properties. They should also include the existing and proposed parking spaces, particularly if the extensions include additional bedrooms that would result in a need for increase parking provision in order to meet the [Parking guidance - Suffolk County Council](#).

In the majority of cases the applicant/agent will also need to supply **Existing and Proposed Floor Plans**. Only in cases where there are no changes to the floorspace/layout (e.g. installation of cladding or render on the existing building, or replacement of windows/doors) will applications be accepted without floor plans.

Replacement Windows and Doors

If a proposal is seeking Planning Permission (e.g. on a listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent), and/or Listed Building Consent to **replace windows or doors**, the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows/doors**.

Where the windows/doors to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair.

The windows/doors that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.

Works to the roof

If a proposed extension would have a roof that would **extend off and/or tie into the original roof** (including **dormer windows and hip to gable enlargements**) or replace the entire roof then **Existing and Proposed Roof Plans** will be required to show how the roof slopes would interrelate. The only exception to this would be for relatively minor works such as the installation of roof lights, where roof plans will not be insisted upon.

Front Extensions

If the proposal is for a two-storey **front extension** or an extension which involves a significant **addition to the front roof slope** or **replacing the existing roof** with a roof of a different height or pitch a **Streetscene** drawing showing the proposal in the context of the buildings on either side will be required (that is a requirement whether the addition is creating and additional storey or not).

Other General Requirements

An **Arboricultural Assessment and Tree Survey** will be required where there are **trees on or overhanging the site** and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

Where a scheme includes the creation of an [annexe](#) or a **significant increase in habitable floorspace**, the application must be accompanied by **Contaminated Land information**.

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a **Heritage Impact Assessment will also be required**.

All schemes that include/require **foul water disposal**, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**.

All householder schemes creating **100sqm or more of floorspace** (measured externally) located on sites within [Conservation Area](#), a **Design and Access Statement** is required.

If the new floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted, along with other relevant CIL Forms) prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption).

If the scheme is proposing **an extension** that by virtue of its size and/or location **could affect the light reaching habitable rooms** on adjoining properties or light to existing solar panels on neighbouring properties, the applicant/agent should consider submitting a **Daylight / Sunlight Assessment** as part of the application because it might assist their case in demonstrating how/why the scheme is acceptable in this respect.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.

- Additional drawings/documents will be required for proposals that also include any of the following:
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Construction, extension, alteration or demolition of outbuilding(s)

If the proposal includes the **construction, extension, alteration or demolition of outbuilding(s)** (including garages, carport, cart lodges, sheds, greenhouses, studio buildings, summerhouses, detached annexes etc), the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

The **Existing Block Plan/Site Layout Plans** must include and label any structures or features that are to be demolished/removed including any trees (also see section in site features table below).

The **Proposed Block Plan/Site Layout Plans** should include the position of the outbuildings (and any additions) in relation to the existing on site buildings, the site boundaries and the neighbouring properties. In the majority of cases the applicant/agent will also need to supply both **Existing and Proposed Elevational drawings**.

In cases which are not altering existing outbuildings (e.g. an application which is just for the erection or retention of a shed), existing elevational drawings will not be required, but you will still need to supply proposed elevational drawings.

In the majority of cases the applicant/agent will also need to supply **Existing and Proposed Floor Plans**. Only in cases where there are no changes to the floorspace/layout (e.g. replacement of a chimney, installation of a satellite dish) or for very modest outbuildings with no internal divisions such as small sheds will applications be accepted without floor plans.

If a proposal is seeking Planning Permission (e.g. on a curtilage listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent) and/or Listed Building Consent to replace windows or doors, the application will need to include full **Joinery and Window details** detailing the existing and proposed windows/doors. Where the windows/doors to be removed are historic, the application should also include a justification statement supported by evidence that the windows/doors are beyond repair.

In the case of retrospective applications for new outbuildings or alterations to such structures there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings. However, a to scale block plan would still be required and in such cases the photographs would need to be fully annotated with full accurate dimensions of the outbuilding in metric. These dimensions would need to be of both its overall dimensions (width, depth, eaves level, ridge height) and the location and size of any openings (e.g. distances/heights from fixed features on the building e.g. building corners, ridge height etc) so that is clear precisely what you are seeking to retain.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required**.

All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**

All householder schemes creating 100sqm or more of floorspace (measured externally) located on sites within [Conservation Area](#), a **Design and Access Statement** is required.

If the new floorspace would be close to or above the threshold making the development [Community Infrastructure Levy \(CIL\)](#) Liable, the application will also need to include a **CIL Additional Information Form (CIL Form 1)**. It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site (along with other relevant CIL forms), the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land information**.

If the scheme is proposing an **extension or new building** that by virtue of its size and/or location **could affect the light reaching habitable rooms** on adjoining properties or light to existing solar panels on neighbouring properties, the applicant/agent should consider submitting a **Daylight / Sunlight Assessment** as part of the application because it might assist their case in demonstrating how/why the scheme is acceptable in this respect.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

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Annexe

Creation of an annexe or alterations to an annexe in the form of an extension, or in an existing outbuilding or in a new outbuilding, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

The **Existing Block Plan/Site Layout Plans** must include and label any structures or features that are to be demolished/removed including any trees ([also see section in site features table below](#)).

The **Proposed Block Plan/Site Layout Plans** must include the position of any new outbuildings and/or any extensions to existing buildings, in relation to the existing building, the site boundaries and the neighbouring properties.

The applicant/agent will also need to supply **Existing and Proposed Floor Plans** of the building proposed to be converted and/or extended.

In the majority of cases the applicant/agent will need to supply both **Existing and Proposed Elevational drawings**. In cases which are not altering existing outbuildings (e.g. a new building for an annexe), existing elevational drawings will not be required, but the applicant/agent will still need to supply proposed elevational drawings.

If the proposal is for a two-storey front extension or an extension which involves a significant addition to the front roof slope or replacing the existing roof with a roof of a different height or pitch a **Streetscene** showing the proposal in the context of the buildings on either side will be required (that is a requirement whether the addition is creating an additional storey or not).

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**.

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required**.

All householder schemes creating 100sqm or more of floorspace (measured externally) located on sites within **Conservation Areas**, a **Design and Access Statement** is required.

If the new floorspace would be close to or above the threshold making the development [Community Infrastructure Levy \(CIL\)](#) Liable, the application will also need to include a **CIL Additional Information Form (CIL Form 1)**. It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site (along with other relevant CIL forms), the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land** information.

If the scheme is proposing **an extension or new building** that by virtue of its size and/or location **could affect the light reaching habitable rooms** on adjoining properties or light to existing solar panels on neighbouring properties, the applicant/agent should consider submitting a **Daylight / Sunlight Assessment** as part of the application because it might assist their case in demonstrating how/why the scheme is acceptable in this respect.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)

- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

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Swimming pools or other pools or ponds

If the proposal includes the **creation or enlargement of swimming pools or other pools or ponds**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the creation of the pool including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- The **Proposed Block Plan/Site Layout Plan** must include the location and surface area of the proposed pool and any surrounding hard surfacing (also see section below on details of [hard surfacing](#) required to be submitted), in relation to the existing building, the site boundaries and the neighbouring properties.
- Full details of the depth and profile of the pool, in the form of **cross sections**.
- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required.**

All schemes that include/require foul water disposal (including those required to drain swimming pools) should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**

On sites with significant variation(s) in ground level and therefore requiring additional ground level changes around the proposed pool, the applicant/agent will be required a **topographical survey** showing the existing levels accurately, **cross sections** of the site based upon the topographical survey and proposed cross sections and site layout plan showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land information.**

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Changes to Ground Level

If the proposal involves any significant **changes to the existing ground level** (e.g. creation of terrace(s) within the garden or excavation of a bank etc) the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate,**
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- The **Existing Block Plan/Site Layout Plan** must include full and accurate details of existing ground levels ideally in the form of a **topographical survey**, so it is clear that the levels are accurate.
- The **Proposed Block Plan/Site Layout Plan** must include the location and surface area of the proposed ground level changes and how they relate to any other existing/retained or proposed features, extensions, outbuildings etc. including any trees (also see section in site features table below).
- The application must also include Existing and Proposed **cross sections** through the areas of proposed change.

Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required**.

Please note - As set out in the [NPPE](#), the responsibility and subsequent liability for safe development and secure occupancy of the site rests with the developer and/or landowner. Although the Local Planning Authority will use its best endeavours to determine the application on the basis of the information available to it, this does not mean that the land would be free from instability. It would be a material planning consideration of the Local Planning Authority in determining the application, however it does not imply that the requirements of any other controlling authority would be satisfied; in particular, the granting of this planning permission does not give a warranty of support or stability.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Foul water/sewage treatment plants](#)
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 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Foul Water/Sewage Treatment Plant

If the proposal includes the installation or replacement of a **foul water/sewage treatment plant**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).

The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground, in relation to the existing building, the site boundaries and the neighbouring properties.

The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:

- its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
And
- details of where the outflow will go (this could be shown on the proposed block plan).

The above details should be included within a **foul drainage assessment**

If the proposal requires pumps or other plant to make the foul water/sewage treatment plan function, and the equipment has the potential to generate significantly higher levels of noise than background levels, and/or the pumping or other mechanical equipment would be located less than 2m from a boundary with another dwelling, or it is to be within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other

measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required**.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Heating fuel tanks

If the proposal includes domestic **heating fuel tanks** (i.e. for the storage of heating oil or LPG), planning applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank and any hard surfacing/concrete base on which it is to be installed, or the location of any associated capping hardstanding and covers/access points for those proposed below ground, in relation to the existing building, the site boundaries and the neighbouring properties.
- Full details of the height and appearance of above ground tank(s) must be submitted. This maybe in the form of a photograph annotated with full dimension rather than elevational drawings.

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required**.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Renewable energy equipment](#)

- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

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Renewable Energy and/or Air Conditioning Units

If the proposal includes: **Solar panels, Air, ground or water source heat pumps, Biomass boilers, Wind turbine(s) and/or Other renewable energy** equipment or **Air Conditioning Units**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

The application will need to include details on the **Proposed Elevational drawings, Proposed Block Plan/Site Layout Plan** and other details as applicable, as outlined in **Solar Power, air source heat pumps and/or air conditioning units, Biomass Boilers and other renewables.**

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required.**

The application may need to include at **Noise Impact Assessment or Acoustic Report** (see **Solar Power, air source heat pumps, Biomass Boilers and other renewables**).

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

- **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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)

- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

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Flues and Chimneys

If the proposal includes the **installation of a new flue or chimney, or alterations to such a feature**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- The application must include full details of their width, depth, height and location relative to the existing building, in the form of **Existing and Proposed Floor Plans** and **Existing and Proposed Elevational drawings**.

In the case of retrospective cases there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings and floor plans. However, in such cases the photographs would need to be fully annotated with full dimensions in metric of the flue/chimney and distances/heights from pre-existing features on the building (e.g. building corners, ridge height etc).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment** will also be required.

If the flue or chimney is connected to a Biomass Boiler the application will also need to include the documents specified in the **Biomass Boiler Section**.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.
- Additional drawings/documents will be required for proposals that also include any of the following:
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)

- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

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Satellite Dishes and CCTV cameras

If the proposal includes **Satellite dishes and/or CCTV cameras**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

The application must also include;

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed

and

- full details of their external appearance.

In the case of retrospective cases there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings. However, in such cases the photographs would need to be fully annotated with full dimensions in metric of the dish/cctv camera(s) and distances/heights of those features from pre-existing features on the building (e.g. building corners, ridge height etc) and height above ground level.

In all cases if the dwellinghouse is listed, or the building on which the works are proposed is otherwise in the curtilage of a listed building, a scheduled ancient monument or in a Conservation Area a **Heritage Impact Assessment** will also be required.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)

- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

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Walls, fences, gates or other means of enclosure

If the proposal includes works to or the erection of **walls, fences, gates or other means of enclosure**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

On the **Proposed Block Plan/Site Layout Plan**, the applicant/agent will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure, in relation to the existing building, the site boundaries and the neighbouring properties.

The applicant/agent will also need to include full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

However, in the case of existing walls, fences and gates it may be possible to submit the necessary details in the form of photograph(s) that are fully annotated with their height in metric, materials, colour and finish.

In the case of walls, the applicant/agent will need to submit plans because the application will need to include details of any piers (on the **Proposed Block Plan/Site Layout Plan** and Proposed **Elevational Drawings**) and any top dressing, capping stones or other detailing (on the Elevational Drawings).

In the case of retrospective cases there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings. However, a to scale block plan would still be required and in such cases the photographs would need to be fully annotated with full dimensions of the fence/wall and any gates in metric, in terms of both its overall length and height and the location and size of any openings or gates, and any other detail e.g. capping stones on the wall or trellis on a fence.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required**.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
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 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Hard surfacing

If the proposal includes the **replacement and/or creation of additional hard surfacing** (e.g. a new driveway), the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- On the **Proposed Block Plan/Site Layout Plan**, the applicant/agent will need to include full details of the size and location of the area to be covered by hard surfacing, in relation to the existing building, the site boundaries and the neighbouring properties.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.
- If the scheme is also seeking to create a new access on to a highway or alter a new access on to a highway, this should also form part of your application and further details will be required, see here.
- If scheme are also seeking to install a point for recharging vehicles and it is of a form or location that requires planning permission, this should also form part of the application and further details will be required, see [Charging Points for Electric Vehicles](#)

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required**.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)

- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

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Vehicular Access

If the proposal includes the creation of a **new vehicular access or alteration to an existing vehicular access**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- The application will also need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**.

Visibility splays must be provided for all new or altered accesses that are suitable for the type of access proposed, the road they are connecting to and the associated levels of traffic movements. These splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

If the applications are also seeking to lay hardstanding/create a parking and/or turning area, this should also form part of the application and further details will be required, see [Hard surfacing](#).

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

- **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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)

- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

DRAFT

Charging Points for Electric Vehicles

If the proposal includes the installation of **electrical outlets/upstands for recharging vehicles**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

On the **Proposed Block Plan/Site Layout Plan**, the applicant/agent will need to include the position of the outlets/upstand in relation to the parking space(s) they are to serve.

The applicant/agent will also need to supply details of the proposed height above ground level which could be annotated on the proposed block plan.

Details of the appearance of the units will also be required. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

If the application is also seeking to lay hardstanding/create a parking and/or turning area, this should also form part of the application and further details will be required, see [Hard surfacing](#)

If the application is also seeking to create a new access on to a highway or alter a new access on to a highway, this should also form part of the application and further details will be required, see [Vehicular Access](#).

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)

- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Vehicular access](#)
- [Extension to the curtilage / garden](#)

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Extension of the Curtilage or Garden

If the scheme includes an **extension to the curtilage** (i.e. enlargement of the garden or land associated with a dwelling by changing the use of adjacent land), the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, (this has to be a full application form, not a householder form, as the proposal is for a material change of use which is not householder development) General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

The **Proposed Block Plan/Site Layout Plan** must be clearly annotated to show precisely what area(s) of land are proposed to be added to the existing curtilage (i.e. garden) and any buildings or structures proposed on the land, along with any proposed boundary treatments (e.g. fences etc) any hardstanding, and any other features.

Please note, if the change of use is granted planning permission, ‘Permitted Development Rights’ for structures, buildings, means of enclosure and other works on that area of land may be removed. Therefore, it is recommended that the applications include details of all structures, buildings, hardstanding, walls, fences, gate, other means of enclosure or other works you wish to undertake as part of your application.

The plans/documents required for any outbuildings/structures will need to be as per those for such buildings/ structures within the existing curtilage, see [Construction, extension, alteration or demolition of outbuilding\(s\)](#).

Where a scheme includes the creation of **an annexe or a significant increase in habitable floorspace**, the application must be accompanied by **Contaminated Land information**.

The plans/documents for any **fences, walls, gates or other means of enclosure** will need to be as per those for such means of enclosure around or within the existing curtilage, see [Walls, fences, gates or other means of enclosure](#).

If the application is also seeking to lay **hardstanding/create a parking and/or turning area**, this should also form part of the application and further details will be required, see [Hard surfacing](#)

If the application is also seeking to create a new **access** on to a highway or alter a new access on to a highway, this should also form part of the application and further details will be required, see [Vehicular Access](#)

An **Arboricultural Assessment and Tree Survey** will be required where there are **trees on or overhanging the site** and they could be impacted by the development (including excavations for drainage pipes etc). This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If additional planting is likely to be required it is recommended that such applications also include **Landscaping details** to reduce the potential for conditions that require approval/discharge via a further formal application process.

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed, a scheduled ancient monument, in a Conservation Area or identified as a Non-Designated Heritage Asset (NDHA), a **Heritage Impact Assessment will also be required**.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.
- Additional drawings/documents will be required for proposals that also include any of the following:
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)

Additional requirements, based upon the existing physical features that exist within/adjoining the site and any designations

The [East Suffolk ArcGIS mapping system](#) can be used to check whether a proposed application site is within many of the zones and designations referred to in the table below. However, consideration will also need to be given to whether the site is close to/in the setting of Listed Buildings and Conservation Areas etc so applicants/agents are advised to look beyond the site for other features nearby. Some of the features referred to in the table below e.g. trees, significant ground level changes etc. are not necessarily mapped, and therefore applicants/agents will also need to check for these on site prior to submitting their application.

Feature/designation	Documents Required (in addition to those that are relevant within the sections above)
If the application site is <u>within or 30m landward</u> of a Coastal Change Management Area (CCMA) (as identified on the Policies Map)	The application must include a Coastal Erosion Vulnerability Assessment .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in Area at Risk of fluvial or tidal Flooding (i.e. Flood Zones 2 or 3). See both Flood map for planning and the East Suffolk district Strategic Flood Risk Assessment (to determine if zone 3a or 3b).	The application must include a Flood Risk Assessment . The level of detail should be proportionate to the scheme and accord with the National Requirements for Flood Risk Assessments , and therefore for householder applications the completion of the ‘flood risk matrix’ and confirmation of finished floor levels maybe sufficient.
If there are significant ground level changes/variations on the site or between the site and adjacent land, and/or the works include	Full details of existing and proposed levels in the form of a topographical survey and/or cross-sections of the existing and

<p>excavation or building up of earth, the application will need to include:</p>	<p>proposed. Any cross sections must be based upon an accurate survey of the site.</p>
<p>If your application site/property is or affected by a heritage asset:</p> <ul style="list-style-type: none"> • A listed building, within the curtilage of a Listed building, and/or within the setting of a listed building, • A Scheduled Ancient Monument and/or its setting, • A site identified on the Suffolk Historic Environment Record or within the setting of such a site, • A site known to or thought to contain archaeological remains, • A site within or adjoining a Conservation Area, or • In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a non-designated heritage asset (NDHA). <p>and you are proposing any physical works including:</p> <ul style="list-style-type: none"> • extensions and/or alterations to the dwellinghouse, including to its roof, • constructing new outbuildings, • altering or extending an existing outbuilding, • erection of or alterations to walls, fences, gates and other means of enclosure, • fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage, • installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation 	<p>A Heritage Statement or Impact Assessment is required to validate any application for Planning Permission or Listed Building Consent, affecting a heritage asset (defined below) and or its setting, including the following:</p> <ul style="list-style-type: none"> - Proposals affecting any Listed building, including development within a curtilage and the setting of a listed building, - Proposals affecting Scheduled Ancient Monument and their setting, (some exceptions apply for householder proposals, and other minor works see below), - Proposals affecting sites identified on the Suffolk Historic Environment Record and their setting, - Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping, - Proposals within or affecting the character or appearance of Conservation Areas (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm), - Proposals involving the demolition or substantial alterations

	<p>to a building which may be considered as a Non-designated heritage assets » East Suffolk Council</p> <ul style="list-style-type: none"> - All applications where the development is likely to have an impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement. <p>Please note –</p> <ul style="list-style-type: none"> - For planning applications (and/or Listed Building Consent Applications) which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts within or to heritage assets (including Listed Buildings, Conservation Areas and NDHA's), the application will also need to include full and precise Joinery and Window details. works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements. - In some cases an Archaeological Assessment may also be required. <p>Please note – works to/within the curtilage of a Listed Building may also require Listed Building Consent, the application for which has its own requirements.</p>
<p>If the site/property is within a Neighbourhood Plan Area as shown on the online map</p>	<p>There are specific policies within Neighbourhood Plans which require the submission of certain documents e.g. details of any external lighting within dark sky areas.</p>

	<p>Therefore if the site is within an area covered by a Neighbourhood Plan the applicant/agent should check the policies within the relevant Neighbourhood Plan to see which additional documents are required, and supply those documents with the application.</p>
<p>Any proposal which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), and/ or for any application within or may have an effect on:</p> <ul style="list-style-type: none"> • Special Protection Areas (SPA) including potential SPAs (pSPA) • Special Areas of Conservation (SAC) including candidate SACs (cSAC) • Ramsar sites • Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value) • National and Local Nature Reserves • Roadside Nature Reserves • County Wildlife Sites. <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Alterations to building of a form that could potentially provide a habitat for roosting bats () - Works close to or directly affecting other habitats which may e.g. ponds that may contain great crested newts <p>Further considerations are detailed in the Suffolk Biodiversity Validation Checklist (http://www.suffolkbis.org.uk/planning/checklist).</p>	<p>An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The CIEEM guidance should be used in relation to the age of surveys that are relied upon.</p> <p>If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications received where these are clearly required but have not been undertaken/submitted will generally not be validated.</p>

<p>The East Suffolk ArcGIS Mapping system, can be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shown on this mapping system, as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal. Data on protected species records and locally designated sites (County Wildlife Sites and Roadside Nature Reserves) is available from Suffolk Biodiversity Information Service (SBIS) (LINK??).</p>	
<p>If there is a Public Right of Way on or adjoining your application site:</p>	<p>The applicant/agent must mark the definitive route on the Proposed Block Plan/Site Layout Plan. The route must be that shown on the Suffolk County Council Definitive Map, not the route as it appears on the ground (although it can be useful to also indicate that route as well).</p> <p>Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during construction to prevent materials etc from being stored on the route).</p> <p>If the scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.</p>

	Further details explaining why these details are required can be found via Public Rights of Way .
If there are Trees on or overhanging the application site, and/or you have answered yes to question relating to ‘Trees and Hedges’ on the application form, and you are proposing extensions, new structures, means of enclosure or hardstanding near those trees.	<p>An arboricultural assessment and tree survey will need to be submitted as part of the application.</p> <p>The applicant/agent will also need to ensure that they have considered the impact and sought to mitigate any impacts in the design and layout of the scheme.</p>
Where a scheme relates to a site known or suspected to be contaminated and/or the use is vulnerable to sources of contamination . This may be due to previous uses of the site.	Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by Contaminated Land information .

Appendix D: Draft version of “Local Validation Guidance – Chapter 2: Householder Prior Notification Applications”

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 2: Householder Prior Notification Applications

Introduction

There are currently two types of extension that can be put forward under the Householder Prior Notification Process, the first relates to larger [householder rear extensions](#) and the other relates to [upwards extensions](#).

Prior to the submission of an application for a larger householder rear extension, it is recommended applicants and/or their agents check if the proposals would meet the requirements of Class A of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), and if the property benefits from those 'Permitted Development Rights' or if they were removed by a condition on an earlier planning permission or an Article (4) direction.

Prior to the submission of an application for an upwards extension, it is recommended applicants or their agents check if the proposals would meet the requirements of Class AA of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), and if the property benefits from those 'Permitted Development Rights' or if they were removed by a condition on an earlier planning permission or an Article (4) direction.

For confirmation as to whether these 'Permitted Development Rights' exist on the property and/or if the proposal complies with the requirements of Class A or Class AA of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), there is the option to submit a ['Pre-application enquiry'](#) prior to submitting the Prior Notification application.

For these types of application, the Local Planning Authority cannot insist upon any plans or document over and above those required in Classes A and AA of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), which are listed below with additional guidance and recommendations to assist those submitting such applications.

For guidance on the submission requirements for other types of Prior Notification Applications please refer to that section of the [Local Validation Guidance](#).

Personal or Sensitive Data

Please note all Planning and Planning related applications (including Prior Notification Applications) 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.

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

Whichever form of Householder Prior Notification is being applied for the description should avoid being too long, but long enough to include sufficient detail to be clear on what is being applied for and should avoid including any personal information.

For example, a description in the following form would be too brief as it is unclear where on the property the extension is proposed or that it is seeking householder prior approval:

“Erection of extensions”

A description in the following form would also be inappropriate as it is far longer than is needed. It also refers to internal works that do not require consent or form part of the application, and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Householder Prior Approval for the erection of single-storey rear extension which would be 3m wide by 5m deep with pitched roof with 6 rooflights and a gabled roof. The extension will be finished in pink render with an artificial slate roof.”

The extensions are proposed to create a utility room, and an enlarged living room with new internal doorways on the ground floor and removal of internal walls.

These are required due to a growing family, with a disabled child and to modernise the property.”

A more appropriate form of description would be along the lines of:

“Householder Prior Approval for the erection of single-storey rear extension”

Or

“Householder Prior Approval for an upwards extension to provide an additional storey”

Application types

Larger Rear Extensions - The national requirements

Paragraph A.4 of Class A of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) requires Householder Prior Notification Applications for Larger home extensions to include the following:

- a) A written description of the proposal including –
 - i. How far the enlarged part of the dwellinghouse extends beyond the rear wall of the ‘original dwellinghouse’;
 - ii. The maximum height of the enlarged part of the dwellinghouse; and
 - iii. The height of the eaves of the enlarged part of the dwellinghouse’
- b) A plan indicating the site and showing the proposed development;
- c) The addresses of any adjoining premises;
- d) The developer’s contact address; and
- e) The developer’s email address if the developer is content to receive communication electronically.

Guidance

Note – ‘Original dwellinghouse’ means as originally constructed. In the case of homes constructed since 1 July 1948 that is as built by the developer prior to first occupation (i.e. excluding any previous extensions even if they did not require planning permission). In the case of homes constructed prior to 1 July 1948, it means as the building existed on that date excluding any extensions constructed since that date, even if those extensions did not require planning permission.

The application form which can be downloaded from or submitted via the Planning Portal includes questions that cover a), c) d) and e) of the above, so the only additional document would be b) a plan indicating the site and showing the proposed development.

Whilst this could be in the form of a **block plan** showing the position of the extension in relation to the original dwellinghouse, it would be beneficial if you could also include at least one **elevational drawing** showing:

- the heights of the proposed eaves,
- the overall maximum height of the extension,
- the height of the existing eaves on the dwellinghouse,
and
- with the existing and proposed materials labelled.

This additional plan(s) with these details is recommended in order to enable the Local Planning Authority to fully understand your proposals because in order for such applications to be granted the extension has to comply with all the criteria relating to size and external materials, and where we have insufficient information to enable the authority to establish whether the proposal complies with these criteria it can refuse the application.

Please note:

- **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.**

Upwards Extensions - The national requirements

Class AA of Part 1 of Schedule 2 of the Town and Country Planning General Development Procedure Order (2015) (As amended), allows for certain upwards extensions to existing dwellinghouses constructed between 1 July 1948 and 28 October 2018, which are outside article 2(3) land (Suffolk & Essex Coast & Heaths National Landscape (formerly the AONB), Conservation Areas, National Parks (including the Broads) and World Heritage Sites) and are not within Sites of Special Scientific Interest, where a number of criteria are met and subject to the developer applying to the Local Planning Authority for Prior Approval, prior to any works commencing.

Paragraph AA 1 (3) (b) of Class AA of Part 1 of Schedule 2 of the Town and Country Planning General Development Procedure Order (2015) (As amended), states that *“before beginning the development, the developer must provide the local planning authority with a report for the management of the construction of the development, which sets out the proposed development hours of operation and how any adverse impact of noise, dust, vibration and traffic on adjoining owners or occupiers will be mitigated;”*. Therefore, if/once Prior Approval is granted through the Prior Notification process, the developer would still need to supply this report before they can proceed.

The requirements of Paragraph AA 1 (3) (c) of Class AA of Part 1 of Schedule 2 of the Town and Country Planning General Development Procedure Order (2015) (As amended) should also be noted, as they require the development to be ‘completed’ within 3 years from the date on which approval is granted (not 3 years for commencement, as per a normal planning permission).

Paragraphs AA.3. (1) of Class AA of Part 1 of Schedule 2 of the Town and Country Planning General Development Procedure Order (2015) (As amended), sets out the requirements for what has to be submitted for such applications in order for them to be valid submissions. The following are currently a requirement of that section of the regulations:

- “a) a written description of the proposed development, including details of any 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; and
- (c) a plan which is drawn to an identified scale and shows—

- (i) the existing and proposed elevations of the dwellinghouse, and
- (ii) the position and dimensions of the proposed windows.

Together with any fee required to be paid.”

Guidance

Guidance on what is expected on **Block Plans** and **elevational plans** is not provided in the above regulations but is provided at a local level.

Whilst the above is the minimal level of information required to be submitted in order for the application to be ‘valid’ and the process commenced, applicants/developers should bear in mind that the Regulations allow the Local Planning Authority to refuse an application where in its opinion the proposed development does not comply with, or 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 paragraphs AA. 1 and AA.2 of the Regulations. Therefore, it may be in an applicant’s/developer’s interest to provide additional information over and above those listed above, in order to demonstrate how the scheme would meet the criteria of the regulations. This may include:

- photographs of the existing external materials of the building along with a schedule of proposed materials and/or annotation of precise materials on the **elevational drawings** (including manufacturer, colour, finish and material)
- and
- a **cross section(s)** to demonstrate proposed floor to ceiling heights.

Please note:

- **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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Appendix E: Draft version of “Local Validation Guidance – Chapter 3: Planning Applications for solar power, air source heat pumps, biomass boilers and other renewables”

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)

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Chapter 3: Planning Applications for solar power, air source heat pumps, biomass boilers and other renewables, and air conditioning units

Introduction

This section relates to planning applications for equipment for **solar power, air source heat pumps, biomass boilers and other sources of renewable energy**, on various types of property including homes, commercial, agricultural and community buildings and land.

Such works can also potential require **Listed Building Consent** if they are to be attached to a [Listed building](#) or curtilage Listed Building.

If you are not sure if your proposals require Planning Permission and/or Listed Building Consent it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

Prior to submitting a formal application for planning permission it is also recommended that applicants and agents read the guidance on the [‘Before submitting a planning application’](#) page of our website.

There is guidance on the following within this section:

- [Solar PV Panels on a building](#)
- [Solar PV Panels on the ground](#)
- [Air Source Heat Pumps](#) (and Air Conditioning Units)
- [Ground Source Heat Pumps](#)
- [Water Source Heat Pumps](#)
- [Biomass Boilers](#)
- [Wind Turbines](#)
- [Other Renewable Energy Equipment](#)

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.

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

The description should avoid being too long, but long enough to include sufficient detail to be clear on what is being applied for and should avoid including any personal information.

For example, a description in the following form would be too brief as it is unclear where on the property the equipment is proposed or what type of solar equipment is proposed.

“Installation of solar equipment”

A description in the following form would also be inappropriate as it is far longer than is needed. It also refers to internal works that do not require consent or form part of the application, and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Installation of 8 Solar PV panels on front roof slope, and internal alterations within roof space to accommodate associated equipment within new cupboard within existing master bedroom. These works are required to reduce energy usage by the growing family living at the property, which includes a child that requires medical equipment that uses a lot of electricity.”

A more appropriate form of description would be along the lines of:

“Installation of 8 solar panels on front roof slope”

Or

“Installation of 8 solar panels as a freestanding mounted array within rear garden”

Requirements based upon the proposed works

Solar PV Panels on a building

Applications that include **Solar PV Panels to be installed on a building** will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**

Such application will also need to include full details of the appearance, size and location, of the proposed panels. This should be in the form of **Elevational Drawings** and in the case of those that are to be installed on roofs, they should also be shown on **a Proposed Roof Plan**.

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

A **Glint and Glare Assessment** will be required for all ‘**Major**’ Solar Applications where the proposed development site is located alongside or within the vicinity of

- any part of the Strategic Road Network (i.e. those highways managed by ‘National Highways’).
- Any part of the local highway network (i.e. those highways managed by Suffolk County Council)
- any active airfield, aerodrome or heliport.

And/or

- An active railway line.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Solar PV Panels on the ground

If your scheme includes **Solar PV Panels to be installed as ground mounted equipment** the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- **Proposed Elevational drawings** showing the size and appearance of the panels and any mounting.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

A **Glint and Glare Assessment** will be required for all ‘**Major**’ **Solar Applications** where the proposed development site is located alongside or within the vicinity of

- any part of the Strategic Road Network (i.e. those highways managed by ‘National Highways’).
- Any part of the local highway network (i.e. those highways managed by Suffolk County Council)
- any active airfield, aerodrome or heliport.

And/or

- An active railway line.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Air Source Heat Pumps (and/or Air Conditioning Units)

If the scheme includes **Air Source Heat Pump(s) and/or Air Conditioning units** it will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- **Proposed Elevational drawings** showing the size and appearance of the panels and any mounting.

The application will need to include full details of the location, depth, width, height, materials, colour, finish and appearance of all external equipment and any acoustic housing. This should ideally be in the form of **Elevational Drawings** but could be in the form of a block plan to identify the location and brochure details from the manufacturer to illustrate the width, height, materials, colours, finishes and appearance of the equipment and any acoustic housing.

For equipment that potentially generates noise such as Air Source Heat Pumps, full and precise details of the noise levels expected must be submitted with the application (these maybe within the brochure details from the manufacturer).

In situations where the equipment would be

- located less than 2m from a boundary if that boundary is with another dwelling,
- or if it is attached to or within 1m of a building containing flats/apartments,
- or where multiple air source heat pumps would be/have been installed on/adjacent to the building,

the application should include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Please note, there may be other situations where the need for a **Noise Impact Assessment or Acoustic report** is not required to validate the application but could be required during the application process on the basis of the need to assess the potential noise generation from the equipment and the location of a vulnerable receptor that falls outside the list above.

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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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Ground Source Heat Pumps

All applications proposing **Ground Source Heat Pumps** will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [Introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed, including any above ground equipment,
- A full specification of the proposed Ground Source Heat Pump, including:
 - o The location/extent of any excavation works required for its installation,
 - o Any above ground equipment to be installed outside building(s) and the site(s), location and appearance of any housing around such equipment, along with details of any acoustic housing/mitigation measures related to any mechanical elements.

Where the mechanical elements would be:

- located less than 2m from a boundary if that boundary is with another dwelling,
- or if it is attached to or within 1m of a building containing flats/apartments,
- or where multiple ground source heat pumps would be/have been installed on/adjacent to the building,

the application should include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a [Heritage Impact Assessment](#) will also be required.

An [Ecological Appraisal](#) including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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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Water Source Heat Pumps

All applications proposing **Water Source Heat Pumps** will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- A full specification of the proposed Water Source Heat Pump, including:
 - o The location/extent of any excavation works required for its installation,
 - o Any above ground equipment to be installed outside building(s) and the site(s), location and appearance of any housing around such equipment, along with details of any acoustic housing/mitigation measures related to any mechanical elements.

Where the mechanical elements would be:

- located less than 2m from a boundary if that boundary is with another dwelling,
- or if it is attached to or within 1m of a building containing flats/apartments,

the application should include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result

in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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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Biomass Boilers

All applications proposing a **Biomass Boiler(s)** will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Biomass Boiler Request Form**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- **Existing and Proposed Elevational drawings** (including height and appearance of any flues)
- **Existing and Proposed Floor Plans** (including the location of the boiler and the storage area for fuel),
- If any alterations are required to an existing roof or flues then the application will also need to include **Proposed Roof Plan(s)**.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves

- Roadside Nature Reserves
- County Wildlife Sites.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Wind Turbines

All applications proposing **wind turbine(s)** equipment will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- **Proposed Elevational drawings** showing the height of the tower and blade length in all cases, and where the turbine(s) are proposed in proximity to dwellings or other buildings, these drawings should also show the relative height of those structures to the proposed turbine(s).
- a **Noise Impact Assessment or Acoustic Report**

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

Ecological Assessments and mitigation measures will also be required for wind turbines, particularly in locations where bats are potentially present.

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)

- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Other Renewable Energy Equipment

All applications proposing any **other renewable energy equipment** will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- The following as appropriate to provide full details of the location, appearance and size from the proposed equipment:
 - o **Existing and Proposed Floor Plans**
 - o **Existing and Proposed Roof Plans.**
 - o **Existing and Proposed Elevational drawings.**
- If the equipment includes mechanical elements, including fans or any other elements that can generate significant levels of noise, the application must also include a **Noise Impact Assessment or Acoustic Report**

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)

- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations

The [East Suffolk ArcGIS Mapping system](#) can be used to check whether a proposed application site is within many of the zones and designations referred to in the table below. However, consideration will also need to be given to whether the site is close to/in the setting of Listed Buildings and Conservation Areas etc so applicants/agents are advised to look beyond the site for other features nearby. Some of the features referred to in the table below e.g. trees, significant ground level changes etc are not necessarily mapped, and therefore applicants/agents will also need to check for these on site prior to submitting their application.

Feature/designation	Documents Required (in addition to those that are relevant within the sections above)
If the application site is within or 30m landward of a Coastal Change Management Area (CCMA) (as identified on the map)	The application must to include a Coastal Erosion Vulnerability Assessment .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in Area at Risk of fluvial or tidal Flooding (i.e. Flood Zones 2 or 3). See both Flood map for planning and the East Suffolk district Strategic Flood Risk Assessment (to determine if zone 3a or 3b).	The application must include a Flood Risk Assessment . The level of detail should be proportionate to the scheme and accord with the National Requirements for Flood Risk Assessments , and therefore for householder applications the completion of the ‘flood risk matrix’ and confirmation of finished floor levels maybe sufficient.
If there are significant ground level changes/variations on the site or between the site and adjacent land, and/or the works	Full details of existing and proposed levels in the form of a topographical survey and/or cross-sections of the existing and

<p>include excavation or building up of earth, the application will need to include:</p>	<p>proposed. Any cross sections must be based upon an accurate survey of the site.</p>
<p>If your application site/property is:</p> <ul style="list-style-type: none"> • A listed building, within the curtilage of a Listed building, and/or within the setting of a listed building, • A Scheduled Ancient Monument and/or its setting, • A site identified on the Suffolk Historic Environment Record or within the setting of such a site, • A site known to or thought to contain archaeological remains, • A site within or adjoining a Conservation Area, or • In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a non-designated heritage asset (NDHA). <p>and you are proposing any physical works including:</p> <ul style="list-style-type: none"> • extensions and/or alterations to the building, including to its roof, • constructing new outbuildings, • altering or extending an existing outbuilding, • erection of or alterations to walls, fences, gates and other means of enclosure, • fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage, • installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation 	<p>A Heritage Statement or Impact Assessment is required to validate any application for Planning Permission or Listed Building Consent, affecting a heritage asset (defined below) and or its setting, including the following:</p> <ul style="list-style-type: none"> - Proposals affecting any Listed building, including development within a curtilage and the setting of a listed building, - Proposals affecting Scheduled Ancient Monument and their setting, (some exceptions apply for householder proposals, and other minor works see below), - Proposals affecting sites identified on the Suffolk Historic Environment Record and their setting, - Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping, - Proposals within or affecting the character or appearance of Conservation Areas (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm), - Proposals involving the demolition or substantial alterations to a building which may be considered as a Non-designated

	<p>heritage assets » East Suffolk Council</p> <ul style="list-style-type: none"> - All applications where the development is likely to have an impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement. <p>Please note –</p> <ul style="list-style-type: none"> - For planning applications (and/or Listed Building Consent Applications) which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts within or to heritage assets (including Listed Buildings, Conservation Areas and NDHA's), the application will also need to include full and precise Joinery and Window details. works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements. - In some cases an Archaeological Assessment may also be required. <p>Please note – works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements.</p>
<p>In an Area of known or suspected archaeological importance, the application is a 'Major' or 'Minor' (i.e. not householder type works</p>	<p>An Archaeological Assessment will be required.</p>

<p>or just a change of use with no physical works) and the proposal includes works at or below ground level.</p> <p>Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:</p> <ul style="list-style-type: none"> • Those which contain or are adjacent to sites of significant record on the Heritage Environmental Record (see link below), • Are in areas of known high archaeological potential, such as river valleys, and the historic core of settlements, • Any larger sites which by their very nature have greater potential to impact on sites. 	<p>You are advised to check with the Suffolk Archaeological Service - Suffolk County Council, whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.</p>
<p>If the site/property is within a Neighbourhood Plan Area as shown on the online map</p>	<p>There are specific policies within Neighbourhood Plans which require the submission of certain documents e.g. details of any external lighting within dark sky areas.</p> <p>Therefore if the site is within an area covered by a Neighbourhood Plan the applicant/agent should check the policies within the relevant Neighbourhood Plan to see which additional documents are required, and supply those documents with the application.</p>
<p>Any proposal which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural</p>	<p>An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and</p>

<p>Communities (NERC) Act (2006)), and/ or for any application within or may have an effect on:</p> <ul style="list-style-type: none"> • Special Protection Areas (SPA) including potential SPAs (pSPA) • Special Areas of Conservation (SAC) including candidate SACs (cSAC) • Ramsar sites • Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value) • National and Local Nature Reserves • Roadside Nature Reserves • County Wildlife Sites. <p>These designations are shown on our online GIS system.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Alterations to building of a form that could potentially provide a habitat for roosting bats (e.g. usually an older constructed from timber or brick with an unheated pantiled roof) - Works close to or directly affecting other habitats which may e.g. ponds that may contain newts 	<p>sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The CIEEM guidance should be used in relation to the age of surveys that are relied upon.</p> <p>If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications received where these are clearly required but have not been undertaken/submitted will generally not be validated.</p>
<p>If there is a Public Right of Way on or adjoining your application site:</p>	<p>The applicant/agent must mark the definitive route on the Proposed Block Plan/Site Layout Plan. The route must be that shown on the Suffolk County Council Definitive Map, not the route as it appears on the ground (although it can be useful to also indicate that route as well).</p> <p>Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during</p>

	<p>construction to prevent materials etc from being stored on the route).</p> <p>If the scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.</p> <p>Further details explaining why these details are required can be found via Public Rights of Way.</p>
<p>If there are Trees on or overhanging the application site, and/or you have answered yes to question relating to 'Trees and Hedges' on the application form, and you are proposing extensions, new structures, means of enclosure or hardstanding near those trees.</p>	<p>An arboricultural assessment and tree survey will need to be submitted as part of the application.</p> <p>The applicant/agent will also need to ensure that they have considered the impact and sought to mitigate any impacts in the design and layout of the scheme.</p>

Appendix F: Draft version of “Local Validation Guidance – Chapter 4: Applications for Listed Building Consent”

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 4: Applications for Listed Building Consent

Introduction

This section relates to the requirement for applications for Listed Building Consent.

Works requiring Listed Building Consent can also require Planning Permission and therefore it is recommended that the relevant sections in this guide relating to Planning Permission for the works proposed are also reviewed which can be accessed by returning to [the Local Validation List and Guidance webpage](#) to access the other guidance documents.

The [East Suffolk ArcGIS Mapping system](#) can be used to check whether a proposed application site includes a Listed Building and/or whether the building works are proposed to is Listed. Please note some buildings are curtilage listed, which means they form or previous formed part of the grounds of a Listed Building, even if they are now under separate ownership, and such buildings are not shaded as listed on the mapping system. Therefore, users are advised to check for any shaded Listed Buildings nearby and consider the history of that property and the application property to understand if a building is potentially curtilage listed. Further guidance can be found at [Listed buildings » East Suffolk Council](#)

This section includes guidance on the drawings/documents required for the following works which can require Listed Building Consent:

- [Extensions, and/or external or internal changes to the dwellinghouse or any other listed building,](#)
- [Construction, extension\(s\) to, other alterations\(s\) or demolition of outbuildings,](#)
- [Solar panels, air, ground or water source heat pumps, biomass boilers, wind turbines and/or other renewables and/or air conditioning equipment,](#)
- [Satellite dishes and/or cctv cameras](#)
- [Works to walls, fences gates or other means of enclosure](#)
- [Installation of electrical outlet\(s\) on exterior of listed buildings for recharging vehicles,](#)

However, many of these works may also require Planning Permission and therefore applicants/agents should also review the relevant guidance in those sections/pages.

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](#). [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) (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.

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Application Descriptions

It is recommended that the description is clear about the works that are proposed, including any demolition, but does not list all the specific alterations you are making, the dimensions of the addition(s), a long descriptive set of details, or personal reasoning for wishing to alter and extend.

Applications for extensions and alterations to Listed Buildings have a tendency to be either far too long or far too short. The description just needs to be limited to a brief summary of the elements the works require, and that the application is seeking Listed Building Consent for. However, it should be long enough to include sufficient information to be clear what is proposed.

For example, a description in the following form would be too brief as it is unclear where on the property the extension is proposed and/or if internal works are proposed to connect it:

“Erection of extensions”

A description in the following form would also be inappropriate as it is far longer than is needed and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Erection of two-storey side extension which would be 3m wide by 5m deep with pitched roof with 6 rooflights and gable facing the road containing a Juliet balcony. The extension will be finished in pink render with an artificial slate roof.

Erection of single-storey rear extension which would be clad in black weatherboarding, with bi-folding doors on the side elevation. The rear extension would be 4m wide by 4m deep with a flat roof containing a roof lantern.

The existing detached double garage within the side garden is to be demolished to enable the erection of the side extension.

The extensions are proposed to create a utility room, two new bedrooms, a bathroom and an enlarged living room with new internal doorways on the ground floor and removal of the internal walls between the kitchen, living room and dining rooms. All walls and ceilings to be replastered, and all internal doors to be replaced with ‘Georgian’ style composite doors painted neon pink. All bathroom suites and kitchen units to be replaced.

These are required due to a growing family and to modernise the property.”

A more appropriate form of description would be along the lines of:

“Erection of two-storey side extension and single-storey rear extension (existing detached garage to be demolished), and internal alterations including the removal of ground floor walls, new doors and works of making good walls and ceilings”

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a [Planning Statement](#), and/or within the required [Heritage Impact Assessment](#), and it should not be included as part of the application description on the application form.

Where an application is being submitted to seek to **retain existing physical works** this should be made clear in the description of development, by referring to the proposals as retrospective e.g.: Retention of physical changes cannot be consented retrospectively. They can only be consented from when any LBC is issued, and remain without consent up to that date. Thus, the term ‘retrospective’ should not be used in descriptions on any kind of LBC application. However, it can be useful to acknowledge within the description that the works have already been undertaken so that those consulted on the application understand the application is not seeking another opening, additional walls etc, For example a description could be:

“Insertion of new doorway on southern elevation (works already completed)”

Descriptions on combined Listed Building Consent and Planning Application Form

When the combined application form for Listed Building Consent and Planning Permission is being completed, applicants should be aware that the application description completed on the application form will normally be applied to both applications. However, in many cases a single description for both applications is inappropriate because such schemes include works that only require Listed Building Consent (i.e. internal works) and/or that only require Planning Permission (i.e. new detached buildings/dwellings etc). Therefore a specific description for each application type would be more appropriate.

In such cases the agent/applicant may be contacted by our Planning Support Team at registration stage to agree amended description(s) prior to the application progressing. In order to avoid the potential delays that may result, it can be advisable to set out the two descriptions (i.e. one for each application type) in a covering letter or within the [planning statement](#) or [heritage statement](#), and add a note to the

description box on the application form for readers to refer to that letter or statement. Our Planning Support Team can then input the relevant description on the appropriate application within our system.

Minimal Requirements

All applications for Listed Building Consent will require the following as a minimum:

- Application Form with appropriate Ownership Certificate,
- Fee
- Site Location Plan
- Existing and Proposed Block Plan/Site Layout Plans

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed in the sections below:

- [Extensions, and/or external or internal changes to the dwellinghouse or any other listed building,](#)
- [Construction, extension\(s\) to, other alterations\(s\) or demolition of outbuildings,](#)
- [Solar panels, air, ground or water source heat pumps, biomass boilers, wind turbines and/or other renewables,](#)
- [Satellite dishes and/or cctv cameras](#)
- [Works to walls, fences gates or other means of enclosure](#)
- [Installation of electrical outlet\(s\) on exterior of listed buildings for recharging vehicles,](#)

In addition to Listed Building Consent for internal and external works, Planning Permission may also be required for the external works and any material change of use. Therefore, the applicant/agent should also consult the other relevant application/development types within this guide to check if there are any other requirements for your proposal.

In addition to Listed Building Consent and/or Planning Permission, Advertisement Consent maybe required for any signs or advertisements. The applicant/agent should check if this is required, and if such consent is required, and then consult the relevant section(s) of the [Local Validation List and accompanying guidance.](#)

For guidance on the submission requirements for applications for Advertisement Consent they should also consult the **Advertisement Consent Section** within this guidance to check if there are any other requirements for the proposal(s).

All applications for Listed Building Consent must include a **Heritage Statement and Heritage Impact Assessment**, in accordance with the requirements of the [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

If you are not sure if your proposals require Planning Permission and/or Listed Building Consent it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

Prior to submitting a formal application for planning permission it is also recommended that applicants and agents read the guidance on the [Before submitting a planning application](#) page of our website.

Requirements based upon the proposed works

Extension(s) and/or external or internal alterations to the dwellinghouse or other listed building

If the proposal includes **extension(s) and/or external or internal alterations to the dwellinghouse or other listed building** (including porches, conservatories, solid extensions, changes to window or door positions/opening sizes, replacement windows, dormer windows, roof lights, chimneys, flues), or signs/advertisements attached to the building, the application for Listed Building Consent will need to include the following:

Such applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

The **Existing Block Plan/Site Layout Plans** must include and label any structures or features that are to be demolished/removed.

The **Proposed Block Plan/Site Layout Plans** should include the position of any extensions.

In all cases the applicant/agent will need to supply **Existing and Proposed Elevational drawings** (may need to be internal elevations/combined with **cross sections** if the some of the works are internal).

In the majority of cases the applicant/agent will also need to supply **Existing and Proposed Floor Plans**. Only in cases where there are no changes to the floorspace/layout (e.g. installation of a satellite dish, advertisements or replacement windows) and such features are clearly shown on a block plan and elevational drawings will applications be accepted without floor plans.

In cases proposing **works to the roof**, which would involve altering its shape (including the attachment of two-storey or single-storey extensions), adding or removing volume (e.g. dormers and chimneys), **Existing and Proposed Roof Plans** will be required. Proposals which do not effect the existing roof do not need to supply the roof plan drawings.

If a proposal is seeking Listed Building Consent and/or Planning Permission (e.g. on a listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent) to **replace windows or doors**, the application will need to include full **Joinery and Window details** detailing the existing and proposed windows/doors. Where the windows/doors to be removed are historic, the application should also include a justification statement supported by evidence that the windows/doors are beyond repair.

An **Ecological Assessment** will be required on this and any associated Planning Application if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#). This particularly needs to capture the potential for bats to be roosting in buildings. Impacts on European Protected Species need to be considered as part of determining listed building applications as it falls within the Local Planning Authorities duties under the Habitats Directive (and Habitats Regulations).

If the new floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form.

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**
- **Signs/advertisements attached to the building may also require **Advertisement Consent**.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

- **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.**

Construction, extension(s) to, other alteration(s) or demolition of outbuildings

If the application for Listed Building Consent includes the **construction, extension(s) to, other alteration(s) or demolition of outbuilding(s)** (including garages, carport, cartlodes, sheds, studio buildings, summerhouses, detached annexes etc), it will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

The **Existing Block Plan/Site Layout Plans** must include and label any structures or features that are to be demolished/removed including any trees (also see section in site features table below).

The **Proposed Block Plan/Site Layout Plans** must include the position of any new outbuildings and/or any extensions to existing outbuildings.

In the majority of cases applicant/agent will need to supply both **Existing and Proposed Elevational drawings**.

In cases which are not altering existing outbuildings (e.g. an application which is just for the erection of a shed), existing elevational drawings will not be required, but the applicant/agent will still need to supply proposed elevational drawings.

In the majority of cases the applicant/agent will also need to supply **Existing and Proposed Floor Plans**. Only in cases where there are no changes to the floorspace/layout (e.g. replacement of a chimney, installation of a satellite dish) will applications be accepted without floor plans.

If a proposal is seeking Listed Building Consent and/or Planning Permission (e.g. on a listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent) to replace **windows or doors**, the application will need to include full **Joinery and Window details** detailing the existing and proposed windows/doors, if the applicant wishes to avoid the potential need for an additional discharge of condition application and/or as a means to in part demonstrate how/why the new windows/doors would be appropriate as replacement for those proposed to be removed.

Where the windows/doors to be removed are historic, the application should also include a justification statement supported by evidence that the windows/doors are beyond repair.

An **Ecological Assessment** will be required on this and any associated Planning Application if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#). This particularly needs to capture the potential for bats to be roosting in buildings. Impacts on European Protected Species need to be considered as part of determining listed building applications as it falls within the Local Planning Authorities duties under the Habitats Directive (and Habitats Regulations).

If the new floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form.

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**
- **Signs/advertisements attached to the building may also require **Advertisement Consent**.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.

Solar panels, Air, Ground or Water Source Heat Pumps, Biomass Boilers, Wind turbines and/or other renewable energy equipment and/or air conditioning equipment

If the proposal includes: Solar panels, Air, ground or water source heat pumps, Biomass boilers, Wind turbine(s) and/or Other renewable energy equipment , the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

The application will need to include details on the **Proposed Elevational drawings**, **Proposed Block Plan/Site Layout Plan**, and Existing and Proposed Roof Plans and **Noise Impact Assessment and/or Acoustic Report** etc as applicable, as outlined in **Chapter 3: Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

An **Ecological Assessment** will be required on this and any associated Planning Application if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#). This particularly needs to capture the potential for bats to be roosting in buildings. Impacts on European Protected Species need to be considered as part of determining listed building applications as it falls within the Local Planning Authorities duties under the Habitats Directive (and Habitats Regulations).

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**

- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Satellite dishes and/or CCTV cameras

If the proposal includes **Satellite dishes and/or CCTV cameras**, the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

The application must also include;

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed

and

- full details of their external appearance.

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**

- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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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Walls, fences, gates or other means of enclosure

If the proposal includes alterations/works to or new **walls, fences, gates or other means of enclosure**, then the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

On the **Proposed Block Plan/Site Layout Plan**, the applicant/agent will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.

The applicant/agent will also need to include full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

However, in the case of fences and gates it maybe possible to submit the necessary details in the form of photograph(s) that are fully annotated with their height in metric, materials, colour and finish.

In the case of walls, the applicant/agent will need to submit plans because the application will need to include details of any piers (on the **Proposed Block Plan/Site Layout Plan** and Proposed **Elevational Drawings**) and any top dressing, capping stones or other detailing (on the Elevational Drawings).

Please note:

- Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.
- Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)
- 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.

Installation of electrical outlet(s) on the exterior of listed buildings for recharging vehicles

If the proposal includes the installation of **electrical outlet(s)/upstands for recharging vehicles**, the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

On the **Proposed Block Plan/Site Layout Plan**, the application will need to include the position of the outlets/upstand in relation to the parking space(s) they are to serve.

The applicant/agent will also need to supply details of the proposed height above ground level which could be annotated on the proposed block plan.

Details of the appearance of the units will also be required. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

- **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.**

Appendix G: Draft version of “Local Validation Guidance – Chapter 5: Planning Applications for changes of use of land and/or buildings”

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 5: Planning Applications for changes of use of land and/or buildings

Introduction

Such applications for Planning Permission have to be submitted seeking Full Planning Permission. Outline Planning Permission cannot be sought for conversions and/or change of use proposals because definition of ‘Outline Planning Permission’ as set out in the Town and Country Planning Development Management Procedure Order 2015 (As amended) *“means a planning permission for the erection of a building, which is granted subject to a condition requiring the subsequent approval of the local planning authority with respect to one or more reserved matters;”*.

If you are not sure if your proposals require Planning Permission and/or Listed Building Consent it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

Prior to submitting a formal application for planning permission it is also recommended that applicants and agents read the guidance on the [‘Before submitting a planning application’](#) page of our website.

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](#). [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) (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

It is recommended that the description is clear about the works that are proposed, including any demolition, but does not list all the specific alterations you are making, the dimensions of the addition(s), a long descriptive set of details, or personal reasoning for wishing to alter and extend.

Applications for conversions and change of use have a tendency to be either far too long or far too short. The description just needs to be limited to a brief summary of the existing and proposed uses, and the physical elements the works require. However, it should be long enough to include sufficient information to be clear what is proposed.

For example, a description in the following form would be too brief:

“Conversion of building”

A description in the following form would also be inappropriate as it is far longer than is needed and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Conversion of existing building which has been used to store farm machinery since 2005 and was used as a grain store prior to that date. The scheme seeks to convert it to a six bedroomed dwelling with accommodation over three floors, with master suite in roofspace, four bedrooms with 3 en-suites and family bathroom on first floor, and one bedroom with wetroom ensuite, utility room, study and open plan living/kitchen/dining room on the ground floor. The building will be finished in smooth pink render and the roof will be finished in artificial slate with 10 rooflights on the southern roof slope.

A single-storey rear extension is also proposed, which would be clad in black weatherboarding, with bi-folding doors on the side elevation and it would be 4m wide by 4m deep with a flat roof containing a roof lantern.

The extension is proposed to create a utility room, and a ground floor bedroom with wet room for the applicants parents who need such facilities due to mobility issues.”

A more appropriate form of description would be along the lines of:

“Conversion and extension of agricultural building to a dwelling”

An example of a description for a commercial proposal that would be too short:

“Change of use of ground floor to shop”

An example of a description for a commercial proposal that would be too long and/or contain inappropriate personal information:

“Change of use of ground floor from Freddy’s Pizza Place to George’s Dog Grooming Salon.

Physical alterations including painting shop front, and fitting out interior including installation of 3 sinks for dog washing and 6 stations for trimming fur and nails. A new interceptor to catch fur in the drainage from the sinks will be installed which will be emptied weekly. The existing kitchen ventilation equipment will be left as it is.

The premises will be open 08:30 to 14:30 on Mondays, 10:00 to 15:00 Tuesday – Thursday, 09:30 to 19:30 on Fridays and Saturdays with no opening on Sundays and Bank Holidays. It will operate on a drop in basis i.e. no appointment necessary. We will cater for all breeds and sizes of dogs.

There are 3 parking bays to the rear of the property which can be accessed from Back Lane and can be used by staff. Customers can use the public car park on Parking Street which is 2min walk away.

The manager will live in the flat on the first floor, but will have their own access via a door onto Side Street, where there is permit parking that they can use.

Freddy's Pizza Place is a restaurant that opened in 1991 and is still run by the same family. It is closing in September due to the owners ill health”

A example that would be more appropriate would be:

“Change of use of entire ground floor from restaurant (Use Class E) to Dog Grooming Salon (Sui Generis) with managers accommodation on the first floor”

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason or has additional information relating to how the business is proposed to operate, this should be in the form of a **Planning Statement** and it should not be included as part of the application description on the application form.

Retrospective Applications

Where an application is being submitted to seek to retain existing physical works and/or an existing use this should be made clear in the description of development, by referring to the proposals as retrospective e.g.:

“Retrospective Planning Permission sought for a change of use of entire ground floor from restaurant (Use Class E) to Dog Grooming Salon (Sui Generis) with managers accommodation on the first floor”

Types of Proposal for changes of use

This section is divided into the following sections based upon the nature and types of proposal:

- [Change of use of building\(s\) without internal or external physical works to the building\(s\) or the land](#)
- [Conversion of an existing building or land along with physical works](#)
- [Change the use of land to be either an extension to or a new curtilage or garden](#)

Guidance is also provided elsewhere within the East Suffolk Local Validation List Guidance in relation to the requirements for

- Planning Applications:

- for Changes of use from business, commercial and/or retail uses,
- for Changes of use to business, commercial and/or retail uses
- for Changes of use from Community Uses
- for Changes of use to Community Uses
- involving Medical or Educational Uses
- involving Agricultural Uses
- involving Tourism accommodation
- involving Equestrian related uses
- involving Conversion of existing buildings
- for new dwellings:
 - Full Planning Applications for dwellings – ‘Minor’ applications
 - Outline Planning Applications for dwellings – ‘Minor’ applications
 - Reserved Matters Applications for dwellings – ‘Minor’ applications
 - Hybrid Planning Applications for dwellings – ‘Minor’ applications
 - Full Planning Applications for dwellings – ‘Major’ applications
 - Outline Planning Applications for dwellings – ‘Major’ applications

- Reserved Matters Applications for dwellings – ‘Major’ applications
 - Hybrid Planning Applications for dwellings – ‘Major’ applications
- Prior Notification Applications for changes of use with and without physical works.

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Change of use of building(s) without internal or external physical works to the building(s) or the land

This section relates to Planning Applications for the change of use of building(s) without internal or external physical works to the building(s) or the land associated with them, then the documents/plans etc detailed below are required. This includes but is not limited to applications involving:

- change of use of a building from a commercial use to an alternative commercial use and/or residential and/or community use,
- change of use from residential to a commercial or community use,
- change of use of buildings and/or land to community uses,
- use of a building(s) for storage,
- use of land for external storage,

(and other uses specifically mentioned in other sections of this East Suffolk Local Validation List Guidance).

Such applications will always require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing Block Plan/Site Layout Plans** which must include and label any structures or features including any trees (also see [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)).
- **Existing and Proposed Floor Plans.**

The documents required will be largely dependent on the nature of the existing and proposed uses, and therefore the sections of this document relating to **dwelling**s and for **non-residential uses** i.e. commercial, agricultural, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units should be referred to.

Details of refuse/recycling bin storage and presentation areas should be shown on the submitted **block plan(s)** and/or on **a refuse storage/presentation plan(s)**.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land information**.

If the floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

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.

A **noise assessment** may be required to consider the likely impact of noise from any noise sources nearby and/or the impact of the proposed use upon existing nearby uses. This should consider all potential sources of noise and should be carried out by a competent person.

Please note:

- **Works for heating e.g. installation of air source heat pumps etc, often require planning permission and therefore would need to be the subject of an application. If they are included as part of the change of use application, the necessary documents, plans etc set out in the other relevant sections of this guidance will need to be included.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.
- There will be additional requirements depending upon the nature of the existing and proposed use and the nature of the proposals, so the other sections of guidance within this Local Validation List Guidance should be referred to including those relating to Planning Applications:
 - for Changes of use from business, commercial and/or retail uses,
 - for Changes of use to business, commercial and/or retail uses
 - for Changes of use from Community Uses
 - for Changes of use to Community Uses
 - involving Medical or Educational Uses
 - involving Agricultural Uses
 - involving Tourism accommodation
 - involving Equestrian related uses
 - involving Conversion of existing buildings
 - for new dwellings:
 - Full Planning Applications for dwellings – ‘Minor’ applications
 - Outline Planning Applications for dwellings – ‘Minor’ applications
 - Reserved Matters Applications for dwellings – ‘Minor’ applications
 - Hybrid Planning Applications for dwellings – ‘Minor’ applications
 - Full Planning Applications for dwellings – ‘Major’ applications

- **Outline Planning Applications for dwellings – ‘Major’ applications**
- **Reserved Matters Applications for dwellings – ‘Major’ applications**
- **Hybrid Planning Applications for dwellings – ‘Major’ applications**

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Conversion of an existing building or land along with physical works

This section relates to planning applications that include the **conversion of an existing building or change of use of land along with physical works (internal or external)** in order to facilitate the proposed change of use.

This includes but is not limited to:

- change of use of a building from a commercial use to an alternative commercial use and/or residential and/or community use,
- change of use from residential to a commercial or community use,
- change of use of buildings and/or land to community uses.
- use of a building(s) for storage,
- use of land for external storage,

(other than those uses specifically mentioned in other sections of this [East Suffolk Local Validation List Guidance](#)).

In this context physical works to the land associated with the building(s) may include but are not limited to the creation of/alterations to:

- creation of access ramps/level thresholds,
- parking areas,
- vehicular accesses,
- external lighting,
- installation of new boundary treatments, heating equipment etc

Such applications will require the following as a minimum:

- [Application Form with appropriate Ownership Certificate](#), General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- [Fee](#)
- [Site Location Plan](#)
- [Existing and Proposed Block Plan/Site Layout Plans](#)

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

The documents required will be largely dependant on the nature of the existing and proposed use, and therefore the sections of this document relating to **dwelling**s and for **non-residential uses i.e. commercial, agricultural, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units** should be referred to.

All the documents/drawings specified as being required for the **conversion of buildings** will be required with such applications.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If additional planting is likely to be required it is recommended that such applications also include '**Landscaping details**' to reduce the potential for conditions that require approval/discharge via a further formal application process.

If the building is listed, curtilage listed/within the curtilage of a [Listed building](#), a Scheduled Ancient Monument, in a [Conservation Area](#) or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Statement and Heritage Impact Assessment** will also be required.

All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the **block/floor plans** and/or a **foul drainage assessment**

Details of refuse/recycling bin storage and presentation areas should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

If the proposal would increase the vehicular comings and goings from the site, full details of the vehicular access including its visibility splays and any proposed modifications proposed to it should be shown on the submitted **block plan(s)**.

If the new floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site (along with other relevant CIL forms),

the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land information**.

Please note additional drawings and/or documents maybe also required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, areas at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

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.

A **noise assessment** may be required to consider the likely impact of noise from any noise sources nearby and/or the impact of the proposed use upon existing nearby uses. This should consider all potential sources of noise and should be carried out by a competent person..

If the proposal involves the loss or creation of retail floorspace, a **Retail Impact Assessment** maybe required to validate the application.

If the proposal includes the installation of heating, cooling or renewable energy equipment, the requirements set out in the relevant section of **Chapter 3: Planning Applications for solar power, air source heat pumps, biomass boilers and other renewables, and air conditioning units** of this guidance will apply.

If the scheme includes a need for foul water connections, the requirements within the relevant sections of the other chapters of this guidance will apply (e.g. those relating to the relevant proposed use in either **Chapter 6: Planning Applications for new dwellings and/or residential care facilities** or **Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.**)

Please note:

- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.).** See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

- 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.
- There will be additional requirements depending upon the nature of the existing and proposed use and the nature of the proposals, so the other sections of guidance within this Local Validation List Guidance should be referred to including those relating to Planning Applications:
 - for Changes of use from business, commercial and/or retail uses,
 - for Changes of use to business, commercial and/or retail uses
 - for Changes of use from Community Uses
 - for Changes of use to Community Uses
 - involving Medical or Educational Uses
 - involving Agricultural Uses
 - involving Tourism accommodation
 - involving Equestrian related uses
 - involving Conversion of existing buildings

- for new dwellings:
 - Full Planning Applications for dwellings – ‘Minor’ applications
 - Outline Planning Applications for dwellings – ‘Minor’ applications
 - Reserved Matters Applications for dwellings – ‘Minor’ applications
 - Hybrid Planning Applications for dwellings – ‘Minor’ applications
 - Full Planning Applications for dwellings – ‘Major’ applications
 - Outline Planning Applications for dwellings – ‘Major’ applications
 - Reserved Matters Applications for dwellings – ‘Major’ applications
 - Hybrid Planning Applications for dwellings – ‘Major’ applications

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Change the use of land to be either an extension to or a new curtilage or garden

This section relates to Planning Applications that seeks to **change the use of land to be either an extension to/or creation of a new curtilage or garden.**

Such applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

Such applications will require the documents specified within **extension to the curtilage / garden section** of the East Suffolk Local Validation List Guidance.

An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If additional planting is likely to be required it is recommended that such applications also include **'Landscaping details'** to reduce the potential for conditions that require approval/discharge via a further formal application process.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land information**.

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed/within the curtilage of a [Listed building](#), a Scheduled Ancient Monument, in a [Conservation Area](#) or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Statement and Heritage Impact Assessment** will also be required.

Please note:

- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**
- **There will be additional requirements depending upon the nature of the existing and proposed use and the nature of the proposals, so the other sections of guidance within this Local Validation List Guidance should be referred to including those relating to Planning Applications:**
 - **for Changes of use from business, commercial and/or retail uses,**
 - **for Changes of use to business, commercial and/or retail uses**
 - **for Changes of use from Community Uses**

- for **Changes of use to Community Uses**
- involving **Medical or Educational Uses**
- involving **Agricultural Uses**
- involving **Tourism accommodation**
- involving **Equestrian related uses**
- involving **Conversion of existing buildings**
- for **new dwellings:**
 - **Full Planning Applications for dwellings – ‘Minor’ applications**
 - **Outline Planning Applications for dwellings – ‘Minor’ applications**
 - **Reserved Matters Applications for dwellings – ‘Minor’ applications**
 - **Hybrid Planning Applications for dwellings – ‘Minor’ applications**
 - **Full Planning Applications for dwellings – ‘Major’ applications**
 - **Outline Planning Applications for dwellings – ‘Major’ applications**
 - **Reserved Matters Applications for dwellings – ‘Major’ applications**
 - **Hybrid Planning Applications for dwellings – ‘Major’ applications**

Additional requirements, based upon the existing physical features that exist within/adjoining the site and any designations

The [East Suffolk ArcGIS Mapping system](#) can be used to check whether a proposed application site is within many of the zones and designations referred to in the table below. However, consideration will also need to be given to whether the site is close to/in the setting of Listed Buildings and Conservation Areas etc so applicants/agents are advised to look beyond the site for other features nearby. Some of the features referred to in the table below e.g. trees, significant ground level changes etc are not necessarily mapped, and therefore applicants/agents will also need to check for these on site prior to submitting their application.

Feature/designation	Documents Required (in addition to those that are relevant within the table above)
If the application site is within or 30m landward of a Coastal Change Management Area (CCMA) (as identified on the Policies Map)	The application must to include a Coastal Erosion Vulnerability Assessment .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in Area at Risk of fluvial or tidal Flooding (i.e. Flood Zones 2 or 3). See both Flood map for planning and the East Suffolk district Strategic Flood Risk Assessment (to determine if zone 3a or 3b).	The application must include a Flood Risk Assessment .
If there are significant ground level changes/variations on the site or between the site and adjacent land, and/or the works include excavation or building up of earth, the application will need to include:	Full details of existing and proposed levels in the form of a topographical survey and/or cross-sections of the existing and proposed. Any cross sections must be based upon an accurate survey of the site.

If your **application site/property is or affected by a heritage asset**:

- A listed building, within the curtilage of a [Listed building](#), and/or within the setting of a listed building,
- A [Scheduled Ancient Monument](#) and/or its setting,
- A site identified on the [Suffolk Historic Environment Record](#) or within the setting of such a site,
- A site known to or thought to contain archaeological remains,
- A site within or adjoining a [Conservation Area](#), or
- In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a [non-designated heritage asset \(NDHA\)](#).

and you are proposing any physical works including:

- extensions and/or alterations to the building, including to its roof,
- constructing new outbuildings,
- altering or extending an existing outbuilding,
- erection of or alterations to walls, fences, gates and other means of enclosure,
- fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage,
- installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation

A Heritage Statement or Impact Assessment is required to validate any application for Planning Permission or Listed Building Consent, affecting a heritage asset (defined below) and or its setting, including the following:

- Proposals affecting any [Listed building](#), including development within a curtilage and the setting of a listed building,
- Proposals affecting [Scheduled Ancient Monument](#) and their setting, (some exceptions apply for householder proposals, and other minor works see below),
- Proposals affecting sites identified on the [Suffolk Historic Environment Record](#) and their setting,
- Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping,
- Proposals within or affecting the character or appearance of [Conservation Areas](#) (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm),
- Proposals involving the demolition or substantial alterations to a building which may be considered as a [Non-designated heritage assets » East Suffolk Council](#)
- All applications where the development is likely to have an

	<p>impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement.</p> <p>Please note –</p> <ul style="list-style-type: none"> - For planning applications (and/or Listed Building Consent Applications) which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts within or to heritage assets (including Listed Buildings, Conservation Areas and NDHA’s), the application will also need to include full and precise Joinery and Window details. works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements. - In some cases an Archaeological Assessment may also be required. <p>Please note – works to/within the curtilage of a Listed Building may also require Listed Building Consent, the application for which has its own requirements.</p>
<p>In an Area of known or suspected archaeological importance, and the proposal includes works at or below ground level.</p> <p>Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:</p> <ul style="list-style-type: none"> • Those which contain or are adjacent to sites of 	<p>An Archaeological Assessment will be required.</p> <p>You are advised to check with the Suffolk Archaeological Service - Suffolk County Council, whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of</p>

<p>significant record on the Heritage Environmental Record (see link below),</p> <ul style="list-style-type: none"> • Are in areas of known high archaeological potential, such as river valleys, and the historic core of settlements, • Any larger sites which by their very nature have greater potential to impact on sites. 	<p>desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.</p>
<p>If the site/property is within a Neighbourhood Plan Area as shown on the online map</p>	<p>There are specific policies within Neighbourhood Plans which require the submission of certain documents e.g. details of any external lighting within dark sky areas.</p> <p>Therefore if the site is within an area covered by a Neighbourhood Plan the applicant/agent should check the policies within the relevant Neighbourhood Plan to see which additional documents are required, and supply those documents with the application.</p>
<p>Any proposal which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), and/ or for any application within or may have an effect on:</p> <ul style="list-style-type: none"> • Special Protection Areas (SPA) including potential SPAs (pSPA) • Special Areas of Conservation (SAC) including candidate SACs (cSAC) • Ramsar sites 	<p>An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The CIEEM guidance should be used in relation to the age of surveys that are relied upon.</p> <p>If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications</p>

<ul style="list-style-type: none"> • Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value) • National and Local Nature Reserves • Roadside Nature Reserves • County Wildlife Sites. <p>These designations are shown on our online GIS system.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Alterations to building of a form that could potentially provide a habitat for roosting bats (e.g. usually an older constructed from timber or brick with an unheated pantiled roof) - Works close to or directly affecting other habitats which may e.g. ponds that may contain newts <p>The East Suffolk ArcGIS Mapping system can be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shown on this mapping system, as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal.</p>	<p>received where these are clearly required but have not been undertaken/submitted will generally not be validated.</p>
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<p>Where 1 or more net new relevant development (dwellings, holiday lets etc), within the 13km RAMS Zone of Influence of Suffolk Coast Habitats Sites consisting of:</p> <ul style="list-style-type: none"> • Special Areas of Conservation (SAC) • Special Protection Areas (SPA) • Ramsar Sites 	<p>Habitat Regulations Assessment (HRA) and RAMS tariff form/payment</p>
<p>If there is a Public Right of Way on or adjoining your application site:</p>	<p>The applicant/agent must mark the definitive route on the Proposed Block Plan/Site Layout Plan. The route must be that shown on the Suffolk County Council Definitive Map, not the route as it appears on the ground (although it can be useful to also indicate that route as well).</p> <p>Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during construction to prevent materials etc from being stored on the route).</p> <p>If the scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.</p> <p>Further details explaining why these details are required can be found via Public Rights of Way.</p>
<p>If there are Trees <u>on or overhanging</u> the application site, and/or you have answered yes to question relating to ‘Trees and Hedges’ on the application form, and you are proposing extensions, new structures, means of enclosure or hardstanding near those trees.</p>	<p>An arboricultural assessment and tree survey will need to be submitted as part of the application.</p>

	<p>The applicant/agent will also need to ensure that they have considered the impact and sought to mitigate any impacts in the design and layout of the scheme.</p>
<p>Where a scheme relates to a site known or suspected to be contaminated and/or the use is vulnerable to sources of contamination. This may be due to previous uses of the site or adjacent land.</p>	<p>Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by Contaminated Land information.</p>

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Appendix H: Draft version of “Local Validation Guidance – Chapter 6: Planning Applications for new dwellings and/or residential care facilities”

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 6: Planning Applications for new dwellings and/or residential care facilities

Introduction

Planning Applications for new dwellings and residential care facilities can be in the form of new buildings or conversions of existing building. This section of the guidance covers both.

Applications for proposals for new buildings for dwellings or residential care facilities can be made either through Outline Planning Applications, Hybrid Planning Applications or Full Planning Applications.

Outline Planning Applications in effect seek to establish the principle of residential development of the site with either all or some matters reserved for consideration at a later date through a further application for reserved matters approval. Often applications for outline planning approval with some matters reserved include a limited number of fixed details (usually the access point) and either an approximate number or limit on the number of proposed dwellings.

Full Planning applications include details of the access, appearance, landscaping, layout and scale. However, some details will not be provided in full at this stage e.g. areas of landscaping are likely to be shown but not the precise species mix. This is acceptable through this process, although it can lead to additional conditions on the planning permission if it is granted.

This guidance is split into the following application/development types, each with further sub-sections of information (click on the relevant link to jump to that sub-section):

- [Minor Applications - Requirements based upon the application type and the proposals](#)
 - [Full Planning Applications for residential development for up to \(and including\) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size \(i.e. 'Minor' applications', including replacement dwellings\).](#)
 - [Physical works requiring specific information](#)

- [Conversions – Requirements](#)
- [Additional recommended documents for full applications for dwellings](#)
- [Outline Planning Applications for residential development for up to \(and including\) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size \(i.e. ‘Minor’ applications’, including replacement dwellings\).](#)
 - [Outline with all matters reserved](#)
 - [Outline with some matters reserved](#)
 - [Additional recommended documents for applications for Outline Planning Applications for dwellings](#)
- [Reserved Matters Applications for residential development for up to \(and including\) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size \(i.e. ‘Minor’ applications’, including replacement dwellings\).](#)
 - [Access](#)
 - [Appearance](#)
 - [Landscaping](#)
 - [Layout](#)
 - [Scale](#)
 - [Physical works requiring specific information](#)
 - [Additional recommended documents for reserved matters applications for dwellings](#)

- [Hybrid Applications for residential development for up to \(and including\) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size \(i.e. 'Minor' applications'\)](#)
- **[Major Applications - Requirements based upon the application type and the proposals](#)**
 - [Full Planning Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. \(i.e. a 'major' development\)](#)
 - [Physical works requiring specific information](#)
 - [Additional recommended documents for applications for dwellings](#)
 - [Outline Planning Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. \(i.e. a 'major' development\)](#)
 - [Outline with all matters reserved](#)
 - [Outline with some matters reserved](#)
 - [Additional recommended documents](#)
 - [Reserved Matters Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. \(i.e. a 'major' development\)](#)
 - [Access](#)
 - [Appearance](#)
 - [Landscaping](#)
 - [Layout](#)

- [Scale](#)
- [Physical works requiring specific information](#)
- [Additional recommended documents/drawings](#)
- [Hybrid Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. \(i.e. a 'major' development\)](#)
- [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

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 your application for 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 your 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 dwelling to provide adapted accommodation for a disabled member of the family, 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 “*Erection of single-storey detached dwelling*” 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 a planning application, and therefore removing such personal references within your 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 your application has been registered.

You should also avoid using terms that are subjective, open to potentially wide interpretation of matters of fact and degree. For example, instead of saying

“Erection of sustainable single-storey detached dwelling”,

the description should read

“Erection of single-storey dwelling”.

Revised Schemes

If you are seeking full planning permission for a revised scheme, it is useful if your application description makes reference to the previous consent. For example:

“Erection of 4 detached two-storey dwellings (revised scheme to Planning Permission DC/22/9999/FUL)”

Outline or Reserved Matters

If you are seeking outline or reserved matters consent it is useful to include that within the description in the interests of clarity.

When seeking Outline Planning Permission it is useful if applicants/agents specify if you are seeking all matters to be reserved or only some matters reserved, and if so what you are seeking consent for at this stage e.g.

“Outline Planning Permission for 4 dwellings with all matters reserved apart from access.”

On a reserved matters application, it is useful if the description makes reference to the Outline Planning Permission to which it relates, and which reserved matters are being sought for approval. For example

“Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale) on Outline Planning Permission DC/22/9999/OUT – Outline Planning Permission for 4 dwellings with all matters reserved apart from access.”

Hybrid Applications

Where a hybrid application is being submitted (i.e. some elements seeking full planning permission and others in outline form only) the application description should be in two parts making it clear which elements are in full and which are outline, following the above guidance in terms of the structure of those elements of the description i.e.

“Hybrid Application – Full Planning application for village hall, and Outline Planning Permission for 4 dwellings with all matters reserved apart from access.”

Retrospective Applications

Where an application is being submitted to seek to retain existing physical works and/or an existing use this should be made clear in the description of development, by referring to the proposals as retrospective e.g.:

“Retention of 4 x two-storey dwellings”

Minor Applications - Requirements based upon the application type and the proposals

Full Planning Applications for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. 'Minor' applications', including replacement dwellings).

This section relates to planning applications seeking **full planning permission for residential development** for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. 'Minor' applications', including replacement dwellings). This can be either conversions and/or new builds.

As a minimum full planning applications for **new dwellings** will **ALWAYS require**:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** (if the scheme includes the formation of a new access or alterations to an existing details of this will need to be shown on the block plan, along with the parking arrangements)
- **Proposed Elevational drawings** (except for outline applications) (existing elevational drawings will also be required for conversions, see further guidance below)
- **Proposed Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. It can also be useful to submit Streetscene drawings for new roads/streets within a development.
- **Proposed Floor Plans**. (existing floorplan drawings will also be required for conversions, see further guidance below)
- A **Phasing Plan** is required if the applicant wishes to phase the development.
- **Land Contamination Assessment** Phase 1, Tier 1 (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required)
- Such schemes would be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to

commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

- An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This assessment is required even if the trees are not covered by a [Tree Preservation Order](#) or are in a [Conservation Area](#).
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#))
- For the creation of one of more dwellings in a Conservation Area, a **Design and Access Statement** is also required.
- If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.
- **HRA and RAMS form/payment** if within RAMS Zone of influence
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.
- An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for a ny proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:
 - o Special Protection Areas (SPA) including potential SPAs (SPA)
 - o Special Areas of Conservation (SAC) including candidate SACs (cSAC)
 - o Ramsar sites
 - o Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
 - o National and Local Nature Reserves
 - o Roadside Nature Reserves
 - o County Wildlife Sites.
- And applicable documents as set out below.

If the application includes the creation of a large **House of Multiple Occupation (HMO)**, where there are more than six people living together as a single household, a **Crime Prevention Statement** is required.

An **Open Space Assessment** would be required if the proposal would result in the **loss or creation of open space, and/or a residential development of 5 or more dwellings** which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

If the scheme is proposed as an **affordable housing exception site** and/or submitted by a **Community Land Trust** the application will need to include a **Housing Statement**.

A **Flood Risk Assessment** will be required for all proposals within areas **at risk of flooding**. Although not a validation requirement for ‘Minor’ applications, it may also be advisable to consider the inclusion of **Sustainable Drainage** measures within their schemes.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a significant visual impact within the landscape and on all applications where an Environmental Impact Assessment/Statement (EIA) is required.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape,

and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

Although not required for most applications, a **Daylight/Sunlight Assessment** will also be required for situations where the proposed building(s) is of a size, mass, form and/or location that is likely to **adversely impact upon the current levels of daylight and/or sunlight to habitable rooms of adjacent dwellings and/or the private amenity areas** located immediately to the rear of the properties.

If the scheme is for a **rural workers dwelling**, a **Rural Workers Dwelling(s) statement** should be submitted, in order to seek to justify the proposal in the context of National and Local Planning Policies.

Once the emerging **Custom and Self Build Housing Supplementary Planning Document** has been adopted, a **Custom and Self Build Delivery Statement** will be required for all outline and full planning applications that involve **Custom and Self-build housing**.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Physical works requiring specific information

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant (i.e. where connection to mains is not possible) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plant and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
 - o its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
 - And
 - o details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed

levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).

- If the pool requires plant/pumps etc, the application will need to include a **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the Proposed Elevational drawings,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed
and
- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan** will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Conversions – Requirements

In addition to the documents set out above for new build dwellings, schemes that are seeking the ‘conversion’ of an existing building(s) to dwellings will also require:

- **Existing and Proposed Elevational drawings**
- **Existing and Proposed Floor Plans.**
- **Existing and Proposed Roof Plans**
- **Conversion Specification**

- Structural Survey

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#), or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

Additional recommended documents for full applications for dwellings

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- External materials for all buildings,
- **Hard and soft landscaping scheme**,
- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for cars and bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a written scheme of **archaeological investigation** on sites that have significant potential for archaeological deposits.
- Although not a requirement for 'Minor' developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.

- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Please note:

- **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.**
- **If the scheme includes works to a Listed Building, then Listed Building Consent is also likely to be required, and an application for that consent should be submitted at the same time as the application for Planning Permission. See **Listed Building Consent - Application Validation Requirements Guidance**.**

Outline Planning Applications for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. ‘Minor’ applications’, including replacement dwellings).

This section relates to applications seeking outline planning permission for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size. (i.e. ‘Minor’ applications’).

This can only be new builds, as conversions/change of use proposals cannot obtain outline planning consent, as set out in the definition of ‘Outline Planning Permission’

“means a planning permission for the erection of a building, which is granted subject to a condition requiring the subsequent approval of the local planning authority with respect to one or more reserved matters;”, as defined in the Town and Country Planning Development Management Procedure Order 2015 (As amended).

Outline with all matters reserved

As a minimum **Outline planning applications for new build dwellings with all matters reserved will ALWAYS require:**

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [Introduction](#),
- **Fee**
- **Site Location Plan**
- Indicative **Block Plan/Site Layout Plans** illustrating how it is possible to accommodate all of the proposed dwellings and associated features on the site, and any specific policy requirements.
- **Land Contamination Assessment** Phase 1, Tier 1 (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required)
- **A Flood Risk Assessment**, will be required for all proposals within areas at risk of flooding,
- For sites with a site area of 0.5Ha or greater, where the number of dwellings is unknown, a **Sustainable Drainage Scheme (SuDS)** will be required (must be based upon an appropriate **A Flood Risk Assessment**)
- Such schemes would be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn’t submitted prior to

commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

- **Phasing Plan** (if the applicant wishes to phase development)
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#))
- For the creation of one of more dwellings in a Conservation Area, a **Design and Access Statement** is also required.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.
- An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for a any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:
 - o Special Protection Areas (SPA) including potential SPAs (SPA)
 - o Special Areas of Conservation (SAC) including candidate SACs (cSAC)
 - o Ramsar sites
 - o Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
 - o National and Local Nature Reserves
 - o Roadside Nature Reserves
 - o County Wildlife Sites.
- And applicable documents as set out below.

If the application includes the creation of a large **House of Multiple Occupation (HMO)**, where there are more than six people living together as a single household, a **Crime Prevention Statement** is required.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a significant **visual impact within the landscape** and on all applications where an Environmental Impact Assessment/Statement (EIA) is required.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

If the scheme is proposed as an **affordable housing exception site** and/or submitted by a **Community Land Trust** the application will need to include a **Housing Statement**.

Once the emerging [Custom and Self Build Housing Supplementary Planning Document](#) has been adopted, a **Custom and Self Build Delivery Statement** will be required for all outline and full planning applications that involve **Custom and Self-build housing**.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

Outline with some matters reserved

On applications seeking **Outline Planning Permission with some matters reserved**, additional documents to those listed above will also be dependant upon which elements are ‘reserved matters’ and which form part of the outline planning application.

In additional to the documents listed above, applications **seeking the approval of access** on the outline application (not seeking it to be reserved) will need to include:

- A **proposed Block Plan/Site Layout Plan** showing the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the main arterial routes within the site. It is also beneficial to supply a separate indicative plan indicating how the dwellings and associated features such as SuDS, public open space etc could be accommodated on site.
- Plans demonstrating how the vehicular access(s) have been designed to accommodate the level of movements proposed including information such as swept path analysis and visibility splays.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes and/or visibility splays. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

In additional to the documents listed above, applications seeking the **approval of Appearance** on the outline application (not seeking it to be reserved) will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. These should show key views including the site frontage and key roads/pathways through the site,
- Proposed **elevation drawings** of the proposed dwellings and all other buildings and/or structures including garaging.

In additional to the documents listed above, applications seeking **the approval of landscaping** on the outline application (not seeking it to be reserved) will need to include:

- **Hard and soft landscaping scheme,**

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes and/or visibility splays. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

In addition to the documents listed above, applications seeking **the approval of layout** on the outline application (not seeking it to be reserved) instead of an indicative block plan, will need to include:

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes and/or visibility splays. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- a proposed **Block Plan/Site Layout Plan** showing the:
 - o The location of existing features proposed to be retained,
 - o The location of the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the routes and parking and turning areas within the site,
 - o The location, footprint and position of all buildings,
 - o The location, size and position of all SuDs features, and
 - o The location, size and position of all other elements forming part of the development e.g. public open space, play areas etc

In addition to the documents listed above, applications seeking **the approval of scale** on the outline application (not seeking it to be reserved) will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- A proposed **Block Plan/Site Layout Plan** showing the scale of the footprints of the proposed buildings.
- Details of the proposed scale of the homes/buildings in the form of either a block plan annotated with the proposed number of storeys and a schedule of the homes listing the number of storeys and number of bedrooms for each unit (i.e. housing mix).

Additional recommended documents for applications for Outline Planning Applications for dwellings

Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Outline Planning Applications for new dwellings may also require a **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a significant visual impact within the landscape and on all applications where an Environmental Impact Assessment/Statement (EIA) is required

Although not required for most applications, a **Daylight/Sunlight Assessment** will also be required for situations where the proposed building(s) is of a size, mass, form and/or location that is likely to adversely impact upon the current levels of daylight and/or sunlight to habitable rooms of adjacent dwellings and/or the private amenity areas located immediately to the rear of the properties.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a **written scheme of archaeological investigation** Lon sites that have significant potential for archaeological deposits.
- Although not a requirement for ‘Minor’ developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.
- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan**
- If new liable development is within the RAMS ZOI (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.

Please note:

- **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.**

Reserved Matters Applications for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. ‘Minor’ applications’, including replacement dwellings).

This section relates to applications seeking **reserved matters approval for residential development for up to (and including 9 dwellings), less than 1000 sqm of floorspace and a site area less than 1 ha in size . (i.e. ‘Minor’ applications’).**

As a minimum such applications will require:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- Additional plans/documentation as detailed below

As a minimum such applications will need to include details of all matters that were ‘reserved’ at the outline stage (i.e. access, appearance, landscaping, layout and/or scale), but can also seek to discharge matters covered by conditions on the Outline Planning Permission. The precise details, documents and/plans required will be dependent upon which matters were ‘reserved’ when the Outline Planning Permission was granted.

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form. They may also wish to supply an updated version of the **Design and Access Statement** that would have been supplied with the outline application.

If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.

If the application includes the creation of a large **House of Multiple Occupation (HMO)**, where there are more than six people living together as a single household, a **Crime Prevention Statement** is required.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Please note: - Reserved Matters application should not include a Site Location Plan as the site location and area was set at the Outline application stage and cannot be altered at the reserved matters stage.

Access

Applications seeking the approval of **access** will need to include:

- A proposed **Block Plan/Site Layout Plan** showing the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network, routes within the site and parking and turning areas.
- Plans demonstrating how the vehicular access(s) have been designed to accommodate the level of movements proposed including information such as swept path analysis and visibility splays.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- Details of refuse/recycling collection vehicle access routes and turning areas, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

Appearance

Applications seeking the approval of **Appearance** will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. These should show key views including the site frontage and key roads/pathways through the site,
- Proposed **elevation drawings** of the proposed dwellings and all other buildings and/or structures including garaging.
- **Proposed Floorplans**, as the internal layout of the buildings can affect the external appearance i.e. the location of rooms for certain uses often dictates the position and size of windows and doors.

Landscaping

Applications seeking the approval of **landscaping** will need to include:

- **Hard and soft landscaping scheme,**
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes and/or visibility splays. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

Layout

Applications seeking the approval of **layout** will need to include

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- a proposed **Block Plan/Site Layout Plan** showing the:
 - o The location of existing features proposed to be retained including buildings, trees, walls, public rights of way, ponds etc,
 - o The location of the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the routes and parking and turning areas within the site,
 - o The location, footprint and position of all buildings,
 - o The location, size, capacity and position of all SuDs features,
 - o Details of foul water disposal, including details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment** and
 - o The location, size and position of all other elements forming part of the development e.g. public open space, play areas etc

- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on **a refuse storage/presentation plan(s)**.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

Scale

Applications seeking the approval of **scale** will need to include:

- Proposed indicative **Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- A **proposed Block Plan/Site Layout Plan** showing the scale of the footprints of the proposed buildings.
- Details of the proposed scale of the homes/buildings in the form of either a block plan annotated with the proposed number of storeys and a schedule of the homes listing the number of storeys and number of bedrooms for each unit (i.e. housing mix).
- Proposed **elevational drawings** of the proposed dwellings and all other buildings and/or structures including garaging.
- **Proposed Floorplans**, as the internal layout of the buildings can affect the external appearance and scale of the external envelope of those buildings i.e. the location of rooms for certain uses often dictates the position and size of windows and doors, and can lead to the need for increased roof heights affecting the scale.

Physical works requiring specific information

There are also the following requirements which are dependent upon the specific physical works proposed (and what was agreed at Outline):

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).

- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plant and features that will remain visible above ground.
- Full details of the proposed sewage treatment plant, including:
 - o its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
 - And
 - o details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,

- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed
and
- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.

- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

Additional recommended documents for reserved matters applications for dwellings

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- External materials for all buildings,

- **Hard and soft landscaping scheme,**
- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a written scheme of archaeological investigation on sites that have significant potential for archaeological deposits.
- Although not a requirement for ‘Minor’ developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.
- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Please note:

- **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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Hybrid Applications for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. ‘Minor’ applications’)

If the application is **‘hybrid’ including residential uses, seeking outline approval for some elements and full planning permission for other elements, with up to (and including 9 dwellings), less than 1000 sqm of floorspace, and a site area less than 1 ha in size. (i.e. ‘Minor’ applications’)**.

The **Application Form with appropriate Ownership Certificate**, for full planning permission should be completed and submitted. The application description placed on that form must make it clear that it is a Hybrid application and which elements are sought in outline and which in full. Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#).

The application **Fee** will also be required.

In addition to the requirements set out below, such applications will need to supply all relevant plans and documents specified for outline applications for the elements that are seeking [Outline Planning Permission](#), and all relevant plans and documents specified for full applications for those elements that are seeking [Full Planning Permission](#).

The **block plan** must be clearly annotated to make it clear which elements are the subject of the full part of the application and which elements are only being sought in outline form.

All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**

Within the ‘full’ part of the application details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

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).

An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (SPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Also see [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

If new liable development is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) Zone of Influence (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.

If the application includes the creation of a large **House of Multiple Occupation (HMO)**, where there are more than six people living together as a single household, a **Crime Prevention Statement** is required.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plans](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if its does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

If the scheme is proposed as an **affordable housing exception site** and/or submitted by a **Community Land Trust** the application will need to include a **Housing Statement**.

Once the emerging [Custom and Self Build Housing Supplementary Planning Document](#) has been adopted, a **Custom and Self Build Delivery Statement** will be required for all outline and full planning applications that involve **Custom and Self-build housing**.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a [Noise Impact Assessment or Acoustic Report](#), because dwellings are sensitive to noise.

Please note:

- **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.**

Major Applications - Requirements based upon the application type and the proposals

Full Planning Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)

If the application is seeking full planning permission for **residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)**, as a minimum full planning applications for new build dwellings will ALWAYS require:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** (if the scheme includes the formation of a new access or alterations to an existing details of this will need to be shown on the block plan, along with the parking arrangements)
- **Proposed Elevational drawings** (except for outline applications) (existing elevational drawings will also be required for conversions, see further guidance below)
- **Proposed Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- **Proposed Floor Plans**. (existing floorplan drawings will also be required for conversions, see further guidance below)
- 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).
- Such schemes would be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.
- **Housing Statement**,
- **Flood Risk Assessment**,

- Sustainable Drainage Strategy,
- Sustainable Construction Statement/Plan,
- A Design and Access Statement is required for all Major Residential schemes,
- All applications for residential development of this scale must include a Housing Statement.
- Parking Layout Plan (could form part of or be overlaid on a copy of the proposed block plan,
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted block plan(s) and/or on a refuse storage/presentation plan(s).
- An Air Quality Assessment will be required for all 'Major' applications and any 'Minor' applications generating a consideration number of traffic movements to/from the site close to an Air Quality Management Area (AQMA).
- A Heritage Statement (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#))
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a foul drainage assessment
- If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a Noise Impact Assessment or Acoustic Report, because dwellings are sensitive to noise.
- An Open Space Assessment would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.
- An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case even if the trees are not protected by a [Tree Preservation Order](#) or are outside a [Conservation Area](#).
- An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:
 - o Special Protection Areas (SPA) including potential SPAs (SPA)
 - o Special Areas of Conservation (SAC) including candidate SACs (cSAC)

- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.
- If new liable development is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) Zone of Influence (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.
- **Viability Assessment**, e.g. where viability is cited as a factor, or the proposal seeks to provide less than the policy requirements in terms of affordable or other housing mix requirements, or where the proposal is to convert holiday lets to unrestricted dwellings or seeks a use which is not policy compliant on the basis of viability,
- Proposal for 50 dwellings must be accompanied by a **Statement of Community Involvement**,
- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- A **Crime Prevention Statement** is required for all Major Planning Applications.

A **Health Impact Assessment** will be required for all applications which include:

- A housing development of 50 dwellings or
- A development of less than 50 dwellings but which is still deemed to potentially impact on health services significantly
- A development that includes care homes, care facility, housing for the elderly, or student accommodation
- A development that involves the significant loss of public open space
- Any other type of development that could have significant health implications.

If the site is allocated by **an Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plans](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include

additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a full **Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

Please note additional drawings and/or documents may be required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#) .

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

Although not a validation requirement is also recommended that applications involving multiple elements and/or residential units includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Although not a validation requirement, some applications of this scale are EIA (Environmental Impact Assessment) Development requiring an **Environmental Statement**. Therefore prior to submitting large scale applications, it is recommended applicants consider seeking an EIA Screening Opinion from the Local Planning Authority prior to submitting a formal planning application.

Physical works requiring specific information

Additional documents will be required where a scheme includes the **conversion of existing building(s)**

Proposals that include the provision **of renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables.**

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
 - its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
 - And
 - details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially

generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This may be in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include a **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed
- and

- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).

- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

In addition to the documents set out above for new build dwellings, schemes that are seeking the **‘conversion’ of an existing building(s)** to dwellings will also require:

- Existing and Proposed Elevational drawings
- Existing and Proposed Floor Plans.
- Existing and Proposed Roof Plans
- Conversion Specification
- Structural Survey

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

Additional recommended documents for applications for dwellings

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- External materials for all buildings,
- Hard and soft landscaping scheme,

- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a written scheme of archaeological investigation on sites that have significant potential for archaeological deposits.
- Although not a requirement for ‘Minor’ developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.
- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Please note:

- **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.
- If the scheme includes works to a Listed Building, then Listed Building Consent is also likely to be required, and an application for that consent should be submitted at the same time as the application for Planning Permission. See **Listed Building Consent - Application Validation Requirements Guidance**.

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Outline Planning Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)

This section relates to applications for **outline planning permission for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development).**

Such applications can only be new builds, as conversions/change of use proposals cannot obtain outline planning consent, as set out in the definition of ‘Outline Planning Permission’

“means a planning permission for the erection of a building, which is granted subject to a condition requiring the subsequent approval of the local planning authority with respect to one or more reserved matters;”, as defined in the Town and Country Planning Development Management Procedure Order 2015 (As amended).

Outline with all matters reserved

As a minimum Outline planning applications for Major Residential Development with all matters reserved will ALWAYS require:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Indicative **Block Plan/Site Layout Plans** illustrating how it is possible to accommodate all of the proposed dwellings and associated features on the site, and any specific policy requirements.
- 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).

- A **Flood Risk Assessment** , will be required for all proposals within areas at risk of flooding,
- For sites with a site area of 0.5Ha or greater, where the number of dwellings is unknown, a **Sustainable Drainage Scheme (SuDS)** will be required (must be based upon an appropriate a **Flood Risk Assessment**
- **Housing Statement**,
- **Flood Risk Assessment**,
- **Sustainable Drainage Strategy**,
- **Sustainable Construction Statement/Plan**,
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,
- A **Design and Access Statement** is required for all Major Residential schemes,
- Such schemes would be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site (along with relevant CIL forms), the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

- All applications for residential development of this scale must include a **Housing Statement**.
- If new liable development is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) Zone of Influence (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.
- **Viability Assessment**, e.g. where viability is cited as a factor, or the proposal seeks to provide less than the policy requirements in terms of affordable or other housing mix requirements, or where the proposal is to convert holiday lets to unrestricted dwellings or seeks a use which is not policy compliant on the basis of viability,
- Proposal for 50 dwellings must be accompanied by a **Statement of Community Involvement**,
- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- All applications that include more than 100 dwellings, include care/assisted living developments or involving the loss of, or creation or expansion of health care facilities will need to include a **Health Impact Assessment**.
- **Phasing Plan** (if the applicant wishes to phase development),
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#))
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may

result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (SPA)
 - Special Areas of Conservation (SAC) including candidate SACs (cSAC)
 - Ramsar sites
 - Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
 - National and Local Nature Reserves
 - Roadside Nature Reserves
 - County Wildlife Sites.
- A **Crime Prevention Statement** is required for all Major Planning Applications.
- A **Health Impact Assessment** will be required for all applications which include:
- A housing development of 50 dwellings or
 - A development of less than 50 dwellings but which is still deemed to potentially impact on health services significantly
 - A development that includes care homes, care facility, housing for the elderly, or student accommodation
 - A development that involves the significant loss of public open space
 - Any other type of development that could have significant health implications.
- An **Air Quality Assessment** will be required for all ‘Major’ applications and any ‘Minor’ applications generating a consideration number of traffic movements to/from the site close to an [Air Quality Management Area \(AQMA\)](#).
- The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Outline Planning Applications for new dwellings may also require a [Landscape and Visual Impact Assessment](#) will be required for schemes which are likely to have a significant visual impact within the landscape and on all applications where an Environmental Impact Assessment/Statement (EIA) is required

An [Indicative Landscape Masterplan or Landscape Strategy](#) should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plans](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if its does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against

harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a full **Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

Outline with some matters reserved

On applications seeking Outline Planning Permission with some matters reserved, additional documents to those listed above will also be dependent upon which elements are ‘reserved matters’ and which form part of the outline planning application.

In additional to the documents listed above, applications seeking the **approval of access** on the outline application (not seeking it to be reserved) will need to include:

- A **proposed Block Plan/Site Layout Plan** showing the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the main arterial routes within the site. It is also recommended to supply a separate indicative plan indicating how the dwellings and associated features such as **SuDS**, public open space etc could be accommodated on site.
- Plans demonstrating how the vehicular access(s) have been designed to accommodate the level of movements proposed including information such as swept path analysis and visibility splays.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

In additional to the documents listed above, applications seeking the **approval of Appearance** on the outline application (not seeking it to be reserved) will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. These should show key views including the site frontage and key roads/pathways through the site,
- Proposed **elevational drawings** of the proposed dwellings and all other buildings and/or structures including garaging.

In additional to the documents listed above, applications seeking the **approval of landscaping** on the outline application (not seeking it to be reserved) will need to include:

- **Hard and soft landscaping scheme,**
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

In addition to the documents listed above, applications seeking the **approval of layout** on the outline application (not seeking it to be reserved) instead of an indicative block plan, will need to include

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- a **proposed Block Plan/Site Layout Plan** showing the:
 - o The location of existing features proposed to be retained,
 - o The location of the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the routes and parking and turning areas within the site,
 - o The location, footprint and position of all buildings,
 - o The location, size and position of all SuDs features, and
 - o The location, size and position of all other elements forming part of the development e.g. public open space, play areas etc

In addition to the documents listed above, applications seeking the **approval of scale** on the outline application (not seeking it to be reserved) will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- A **proposed Block Plan/Site Layout Plan** showing the scale of the footprints of the proposed buildings.
- Details of the proposed scale of the homes/buildings in the form of either a block plan annotated with the proposed number of storeys and a schedule of the homes listing the number of storeys and number of bedrooms for each unit (i.e. housing mix).

Additional recommended documents

Although not a validation requirement is also recommended that applications involving multiple elements and/or residential units includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Although not a validation requirement, some applications of this scale are EIA (Environmental Impact Assessment) Development requiring an **Environmental Statement**. Therefore prior to submitting large scale applications, it is recommended applicants consider seeking an EIA Screening Opinion from the Local Planning Authority prior to submitting a formal planning application.

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- a **construction management plan** on larger sites and/or those with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a **written scheme of archaeological investigation** on sites that have significant potential for archaeological deposits.
- It is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes from the outset.
- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Please note:

- **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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Reserved Matters Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)

This section relates to applications for **reserved matters approval for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)**.

As a minimum such applications will need to include details of all matters that were ‘reserved’ at the outline stage (i.e. access, appearance, landscaping, layout, scale). The precise details, documents and/plans required will be dependent upon which matters were ‘reserved’ when the Outline Planning Permission was granted. The specific requirements for each reserved matter are detailed after the paragraphs relating to all reserved matters.

Such applications must include

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- Drawings/documents as detailed below

The following additional information/documents are always required for ‘Major’ Residential schemes, in the case of reserved matters applications, this may need to be in the form of revised/updated versions of those documents submitted at the Outline Planning Application stage:

- **Housing Statement** this will need to set out detail of the how the housing mix agreed on the outline is to be achieved in terms of layout, size and type of unit etc.
- **Flood Risk Assessment** - this will need to be updated from the outline application to take account of the impacts of the elements being constructed and resulting impacts upon run-off rates etc,

- **Sustainable Drainage Strategy** (SuDs) - this will need to be updated from the outline application stage to take account of the impacts of the elements being constructed and resulting impacts upon run-off rates, and thus requirements in terms of the capacity of SuDs features etc,
- **Sustainable Construction Statement/Plan** – this will need to expand upon the statement/plan supplied at the outlined stage, to cover the specific details/elements of the final design of various elements including the buildings, and site layout etc.
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.
- An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- All applications for residential development of this scale must include a **Housing Statement**, unless the precise housing mix was established at the outline planning permission stage.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.
- If new liable development is within the RAMS ZOI (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.
- A **Crime Prevention Statement** is required for all Major Planning Applications.

The following additional information/documents are required for Major Residential schemes in certain circumstances:

- **Viability Assessment**, e.g. where viability is cited as a factor, or the proposal seeks to provide less than the policy requirements in terms of affordable or other housing mix requirements, or where the proposal is to convert holiday lets to unrestricted dwellings or seeks a use which is not policy compliant on the basis of viability,
- Proposal for 50 dwellings must be accompanied by a **Statement of Community Involvement**,
- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Access

Applications seeking the **approval of access** will need to include:

- A **proposed Block Plan/Site Layout Plan** showing the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network, routes within the site and parking and turning areas.
- Plans demonstrating how the vehicular access(s) have been designed to accommodate the level of movements proposed including information such as swept path analysis and visibility splays.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

Appearance

Applications seeking the **approval of Appearance** will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. These should show key views including the site frontage and key roads/pathways through the site,
- Proposed **elevational drawings** of the proposed dwellings and all other buildings and/or structures including garaging.
- **Proposed Floorplans**, as the internal layout of the buildings can affect the external appearance i.e. the location of rooms for certain uses often dictates the position and size of windows and doors.

Landscaping

Applications seeking the **approval of landscaping** will need to include:

- **Hard and soft landscaping scheme**,
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

Layout

Applications seeking the **approval of layout** will need to include

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans** showing the:
 - o The location of existing features proposed to be retained,
 - o The location of the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the routes and parking and turning areas within the site,
 - o The location, footprint and position of all buildings,
 - o The location, size and position of all SuDs features, and
 - o The location, size and position of all other elements forming part of the development e.g. public open space, play areas etc
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

Scale

Applications seeking the **approval of scale** will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- A **Proposed Block Plan/Site Layout Plan** showing the scale of the footprints of the proposed buildings.
- Details of the proposed scale of the homes/buildings in the form of either a block plan annotated with the proposed number of storeys and a schedule of the homes listing the number of storeys and number of bedrooms for each unit (i.e. housing mix).
- **Proposed elevational drawings** of the proposed dwellings and all other buildings and/or structures including garaging.
- **Proposed Floorplans**, as the internal layout of the buildings can affect the external appearance and scale of the external envelope of those buildings i.e. the location of rooms for certain uses often dictates the position and size of windows and doors, and can lead to the need for increased roof heights affecting the scale.

Physical works requiring specific information

Proposals that include the provision **of renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables.**

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground.

- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
 - o its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
 - And
 - o details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This may be in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include a **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This

should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed

and

- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

Additional recommended documents/drawings

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.

Although not a validation requirement is also recommended that applications involving multiple elements and/or residential units includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Although a **Design and Access Statement** is not a validation requirement for all Major reserved matters applications, applicants may wish to submit one to explain the thoughts behind the design and layout of their proposals.

Although not a validation requirement, some applications of this scale are EIA (Environmental Impact Assessment) Development requiring an **Environmental Statement**. Therefore prior to submitting large scale applications, it is recommended applicants consider seeking an EIA Screening Opinion from the Local Planning Authority prior to submitting a formal planning application.

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- External materials for all buildings,
- **Hard and soft landscaping scheme,**
- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a written scheme of archaeological investigation on sites that have significant potential for archaeological deposits.
- Although not a requirement for ‘Minor’ developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.

Please note:

- **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.**

DRAFT

Hybrid Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)

This section relates to **‘hybrid’ applications seeking outline approval for some elements and full planning permission for other elements, with 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)**.

The **application form** for full planning permission should be completed and submitted. The application description placed on that form must make it clear that it is a Hybrid application and which elements are sought in outline and which in full. Further guidance can be found in the [application description guidance](#).

Such applications will need to supply all plans/documents specified for outline applications for the elements that are seeking [Outline Planning Permission](#), and all plans/documents specified for full applications for those elements that are seeking [Full Planning Permission](#). If some of these elements are commercial, community or other uses, rather than purely residential, the application will also need to include **the relevant documents/plans cited as a requirement for such uses within this validation guidance**.

In addition to this, the **block plan** must be clearly annotated to make it clear which elements are the subject of the full part of the application and which elements are only being sought in outline form.

All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**

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).

All applications for residential development of this scale must include a **Housing Statement**.

An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

A **Crime Prevention Statement** is required for all Major Planning Applications.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (SPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Also see [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

If new liable development is within the RAMS ZOI (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

A **Health Impact Assessment** will be required for all applications which include:

- A housing development of 50 dwellings or
- A development of less than 50 dwellings but which is still deemed to potentially impact on health services significantly

- A development that includes care homes, care facility, housing for the elderly, or student accommodation
- A development that involves the significant loss of public open space
- Any other type of development that could have significant health implications.

If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plans](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Please note:

- **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.**

Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations

The [East Suffolk ArcGIS mapping system](#) can be used to check whether a proposed application site is within many of the zones and designations referred to in the table below. However, consideration will also need to be given to whether the site is close to/in the setting of Listed Buildings and Conservation Areas etc so applicants/agents are advised to look beyond the site for other features nearby. Some of the features referred to in the table below e.g. trees, significant ground level changes etc are not necessarily mapped, and therefore applicants/agents will also need to check for these on site prior to submitting their application.

Feature/designation	Documents Required (in addition to those that are relevant within the sections above)
If the application site is <u>within or 30m landward</u> of a Coastal Change Management Area (CCMA) (as identified on the Policies Map)	The application must include a Coastal Erosion Vulnerability Assessment .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in Area at Risk of fluvial or tidal Flooding (i.e. Flood Zones 2 or 3). See both Flood map for planning and the East Suffolk district Strategic Flood Risk Assessment (to determine if zone 3a or 3b).	The application must include a Flood Risk Assessment . The level of detail should be proportionate to the scheme and accord with the National Requirements for Flood Risk Assessments and be as detailed in Flood Risk Assessment . Proposals which include dwellings or other vulnerable uses (including dwellings) will also need to be accompanied by at Sequential Test and/or Exception Test .
If there are significant ground level changes/variations on the site or between the site and adjacent land, and/or the works	Full details of existing and proposed levels in the form of a topographical survey and/or cross-sections of the existing and

<p>include excavation or building up of earth, the application will need to include:</p>	<p>proposed. Any cross sections must be based upon an accurate survey of the site.</p>
<p>If the application site/property is:</p> <ul style="list-style-type: none"> • A listed building, within the curtilage of a Listed building, and/or within the setting of a listed building, • A Scheduled Ancient Monument and/or its setting, • A site identified on the Suffolk Historic Environment Record or within the setting of such a site, • A site known to or thought to contain archaeological remains, • A site within or adjoining a Conservation Area, or • In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a non-designated heritage asset (NDHA). <p>and you are proposing any physical works including:</p> <ul style="list-style-type: none"> • extensions and/or alterations to the building, including to its roof, • constructing new outbuildings, • altering or extending an existing outbuilding, • erection of or alterations to walls, fences, gates and other means of enclosure, • fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage, • installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation 	<p>A Heritage Statement or Impact Assessment is required to validate any application for Planning Permission or Listed Building Consent, affecting a heritage asset and or its setting, including the following:</p> <ul style="list-style-type: none"> - Proposals affecting any Listed building, including development within a curtilage and the setting of a listed building, - Proposals affecting Scheduled Ancient Monument and their setting, (some exceptions apply for householder proposals, and other minor works see below), - Proposals affecting sites identified on the Suffolk Historic Environment Record and their setting, - Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping, - Proposals within or affecting the character or appearance of Conservation Areas (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm), - Proposals involving the demolition or substantial alterations to a building which may be considered as a Non-designated heritage assets » East Suffolk Council

	<ul style="list-style-type: none"> - All applications where the development is likely to have an impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement. <p>Please note –</p> <ul style="list-style-type: none"> • For planning applications (and/or Listed Building Consent Applications) which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts within or to heritage assets (including Listed Buildings, Conservation Areas and NDHA’s), the application will also need to include full and precise Joinery and Window details. works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements. • In some cases an Archaeological Assessment may also be required. <p>Please note – works to/within the curtilage of a Listed Building can also require Listed Building Consent, the application for which has its own requirements.</p>
<p>In an Area of known or suspected archaeological importance, and the proposal includes works at or below ground level.</p> <p>Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:</p>	<p>An Archaeological Assessment will be required.</p> <p>You are advised to check with the Suffolk Archaeological Service - Suffolk County Council, whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of</p>

<ul style="list-style-type: none"> • Those which contain or are adjacent to sites of significant record on the Heritage Environmental Record (see link below), • Are in areas of known high archaeological potential, such as river valleys, and the historic core of settlements, • Any larger sites which by their very nature have greater potential to impact on sites. 	<p>desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.</p>
<p>If the site/property is within a Neighbourhood Plan Area as shown on the online map</p>	<p>There are specific policies within Neighbourhood Plans which require the submission of certain documents e.g. details of any external lighting within dark sky areas.</p> <p>Therefore if the site is within an area covered by a Neighbourhood Plan the applicant/agent should check the policies within the relevant Neighbourhood Plan to see which additional documents are required, and supply those documents with the application.</p>
<p>Any proposal which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), and/ or for any application within or may have an effect on:</p> <ul style="list-style-type: none"> • Special Protection Areas (SPA) including potential SPAs (pSPA) • Special Areas of Conservation (SAC) including candidate SACs (cSAC) 	<p>An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The CIEEM guidance should be used in relation to the age of surveys that are relied upon.</p>

- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

These designations are shown on our [online GIS system](#).

This includes, but is not limited to:

- Alterations to building of a form that could potentially provide a **habitat for roosting bats** (e.g. usually an older constructed from timber or brick with an unheated pantiled roof)
- **Works close to or directly affecting other habitats** which may e.g. ponds that may contain newts

The East Suffolk ArcGIS mapping system can be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shown on this mapping system, as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal.

Biodiversity Net Gain (BNG): All applications should include a Biodiversity Net Gain assessment (calculated using the most up

If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications received where these are clearly required but have not been undertaken/submitted will generally not be validated.

Biodiversity Gain Plan and BNG Metric (including the calculation spreadsheet) prepared by a suitably qualified individual, may also be required.

<p>to date version of the national BNG Metric) and a Biodiversity Gain Plan demonstrating how the development delivers net gain. The amount of Biodiversity Gain delivered by a development should follow published local guidance until such time as a national mandatory level has been set.</p>	
<p>Where 1 or more net new relevant development (dwellings, holiday lets etc), within the 13km RAMS Zone of Influence of Suffolk Coast Habitats Sites consisting of:</p> <ul style="list-style-type: none"> • Special Areas of Conservation (SAC) • Special Protection Areas (SPA) • Ramsar Sites 	<p>Habitat Regulations Assessment (HRA) and RAMS tariff form/payment</p>
<p>If there is a Public Right of Way on or adjoining the application site:</p>	<p>The applicant/agent must mark the definitive route on the Proposed Block Plan/Site Layout Plan. The route must be that shown on the Suffolk County Council Definitive Map, not the route as it appears on the ground (although it can be useful to also indicate that route as well).</p> <p>Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during construction to prevent materials etc from being stored on the route).</p> <p>If the scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.</p> <p>Further details explaining why these details are required can be found via Public Rights of Way.</p>

<p>If there are Trees on or overhanging the application site, and/or you have answered yes to question relating to ‘Trees and Hedges’ on the application form, and you are proposing extensions, new structures, means of enclosure or hardstanding near those trees.</p>	<p>An arboricultural assessment and tree survey will need to be submitted as part of the application.</p> <p>The applicant/agent will also need to ensure that they have considered the impact and sought to mitigate any impacts in the design and layout of the scheme.</p>
<p>If a proposal is</p> <ul style="list-style-type: none"> - likely to impact upon the geodiversity of a site designated for its geodiversity interest. - or - the site is greater than 5Ha in area and within a minerals consultation area, - Or - Within the safeguarding distance of any existing or proposed minerals or waste sites that are safeguarded by the Suffolk Minerals and Waste Local Plan 	<p>A Geodiversity Survey and Assessment Report will be required for all applications seeking outline or full planning permission.</p>
<p>Where a scheme relates to a site known or suspected to be contaminated and/or the use is vulnerable to sources of contamination (including all new dwellings). Potential contamination may be due to previous uses of the site or adjacent land.</p>	<p>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).</p>

Appendix I: Draft version of “Local Validation Guidance – Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.”

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 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.

Introduction

If you are not sure if the proposals require Planning Permission and/or Listed Building Consent it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

Prior to submitting a formal application for planning permission it is also recommended that applicants and agents read the guidance on the ['Before submitting a planning application'](#), page of our website.

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 your 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 “Erection of single-storey detached office” 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 a planning application, and therefore removing such personal references within your 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.

Along with reference to physical works such as extensions and new buildings, application descriptions for commercial uses should refer to the specific use proposed including the use class, so that it is clear precisely what is being sort. For example, an application description that would be clear and precise would be:

“Erection of single-storey office building (use class E(g)(i)) and associated access, parking and landscaping”

Or

“Retention of single-storey office building (use class E(g)(i)) and associated access, parking and landscaping”

The [Town and Country Planning \(Use Classes\) Order 1987 \(as amended\)](#) places various uses of land and buildings into use classes. The [Planning Portal](#) includes some useful guidance on which uses fall within which class.

You should also avoid using terms that are subjective, open to potentially wide interpretation of matters of fact and degree. For example, instead of saying

“Erection of sustainable single-storey office building (use class E(g)(i)) and associated access, parking and landscaping”,

the description should read

“Erection of single-storey office building (use class E(g)(i)) and associated access, parking and landscaping”.

If you are seeking full planning permission for a revised scheme, it is useful if the application description makes reference to the previous consent.

For example:

“Erection of single-storey office building (use class E(g)(i)) and associated access, parking and landscaping (revised scheme to Planning Permission DC/22/9999/FUL)”

Outline and Reserved Matters applications

If you are seeking outline or reserved matters consent it is useful to include that within the description in the interests of clarity.

When seeking Outline Planning Permission it is useful if applicants/agents specify if you are seeking all matters to be reserved or only some matters reserved, and if so what you are seeking consent for at this stage e.g.

“Outline Planning Permission for single-storey office building (use class E(g)(i)) with all matters reserved apart from access.”

On a reserved matters application, it is useful if the description makes reference to the Outline Planning Permission to which it relates, and which reserved matters are being sought for approval. For example

“Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale) on Outline Planning Permission DC/22/9999/OUT – Outline Planning Permission for ‘single-storey office building (use class E(g)(i)) with all matters reserved apart from access’.”

Hybrid Applications

Where a hybrid application is being submitted (i.e. some elements seeking full planning permission and others in outline form only) the application description should be in two parts making it clear which elements are in full and which are outline, following the above guidance in terms of the structure of those elements of the description i.e.

“Hybrid Application – Full Planning application for village hall, and Outline Planning Permission for 4 dwellings with all matters reserved apart from access.”

On hybrid applications you will need to provide all the documents required for a full application for the elements the application is seeking full planning permission for, and all the documents required for an outline application for the elements that the application is seeking outline application. In many ways it should be considered as two tandem applications made under one submission, with no reduction in the level of drawings and supporting documentation required from that which would be required if the applications were to be submitted separately.

Retrospective Applications

Where an application is being submitted to seek to retain existing physical works and/or an existing use this should be made clear in the description of development, by referring to the proposals as retrospective e.g.:

“Retention of single-storey office building (use class E(g)(i)) and associated access, parking and landscaping”

Or

“Retention of use of former two-storey dwelling as an office (use class E(g)(i), and retention of external areas for associated parking”

Types of applications and development covered in this section

This section of the guidance covers the following :

- [Loss of commercial / retail floorspace](#)
- [Creation of business, commercial and/or retail floorspace](#)
- [Loss of Community floorspace or facilities \(including buildings and/or land\)](#)
- [Creation or expansion of Community floorspace or facilities \(including buildings and/or land\)](#)
- [Medical or educational uses](#)
- [Agricultural related changes of use and/or works](#)
- [Camping, Glamping, Caravan or other forms of relatively self-contained holiday accommodation.](#)
- [Equestrian related uses and works](#)

- [Conversions of existing buildings](#)

Please note applicants/agents may need to view more than one of the sections in this chapter and/or the sections relating to other types of proposal set out in other chapters, to ensure that they are submitting all the necessary information for each and every element of the proposed scheme.

For example, a planning application seeking “Demolition of a shop to erect a dwelling and a community hall”, would likely require compliance with the requirements set out in the following three sections:

- [Applications which result in the loss of commercial / retail floorspace,](#)
 - [Creation of Community floorspace or facilities \(including buildings and/or land\)](#)
- and
- **Planning applications for new dwellings.**

Requirements based upon the nature of the proposals

Loss of commercial / retail floorspace

All planning applications which include the loss of commercial / retail floorspace will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** – the proposed version can be indicative if an application for outline planning permission, but will need to be the actual proposal if an application for full planning permission
- If the application is for full planning permission, **Elevational Drawings** will be required.
- If the application is for full planning permission **Existing and Proposed Floor Plans** will be required.
- If a proposal includes **replacement/new windows, doors, or shopfronts** the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows/doors/shopfront**. Where the windows/doors to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair. The windows/doors/shopfronts that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.
- The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
 - a building that provides employment, or
 - a community facility or [community asset](#), or
 - or is within any area safeguarded as employment land within the [development plan](#) or
 - the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- Where there is a potential risk of contamination, 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).
- An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case even if the trees are not protected by a [Tree Preservation Order](#) or are outside a [Conservation Area](#).
- An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:
- Special Protection Areas (SPA) including potential SPAs (pSPA)
 - Special Areas of Conservation (SAC) including candidate SACs (cSAC)
 - Ramsar sites

- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
 - National and Local Nature Reserves
 - Roadside Nature Reserves
 - County Wildlife Sites.
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset).
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).
-

Please note additional drawings and/or documents will also required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, areas at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Other documents may be also required if other uses are also proposed to be lost. Therefore, where applicable reference should also be made to the relevant requirements elsewhere in this validation requirements document e.g. If the scheme includes the [loss of community floorspace or facilities \(including land\)](#)

Other documents will be required depending upon the use proposed to replace the commercial/retail floorspace and physical works proposed to the building and/or site. Therefore, reference should also be made to the following other sections of this guide (as appropriate):

- If the scheme is proposing [new commercial or retail floorspace](#) (i.e. shops, offices, warehousing/storage, manufacturing, car repairs)
- If the scheme is proposing [new community floorspace or facilities](#) (including outside buildings).
- If the scheme is seeking Planning Permission for [camping, glamping, caravan, or other forms of relatively self-contained holiday accommodation](#) (e.g. lodges, chalets etc).
- If the scheme includes [equestrian related uses](#)
- If the scheme includes the creation of **new dwellings**.

If the application is a ‘Major’ (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents would always be required as part of the planning application:

- **Flood Risk Assessment,**
- **Sustainable Drainage Strategy,**
- **Sustainable Construction Statement/Plan,**
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan,**

If the application is ‘Major’ (i.e. the floorspace would be 1000sqm or greater, and/or the site area would be greater than 1ha), the following documents may also be required as part of the planning application, depending upon the specifics of the proposal:

- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).

- **Landscape and Visual Impact Assessment** (required for all scheme that are likely to have a significant visual impact within the landscape and/or where an **Environmental Impact Assessment** is required).

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Creation of business, commercial and/or retail floorspace

This section relates to schemes that are **proposing business, commercial or retail floorspace or the use of land for such purposes**, including but not limited to shops, garden centres, offices, warehousing/ storage and/or distribution, manufacturing, food processing, car repairs, mot centres, veterinary practices, dog grooming, hairdressers, beauty salons, cafes, restaurants, takeaways, public houses, petrol filling stations, electric vehicle charging points/stations.

All planning applications which include the creation of business, commercial or retail floorspace will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** – the proposed version can be indicative if an application for outline planning permission, but will need to be the actual proposal if an application for full planning permission
- If the application is for full planning permission, **Elevational Drawings** will be required.
- If a proposal includes **replacement/new windows, doors, or shopfronts** the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows/doors/shopfront**. Where the windows/doors to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair. The windows/doors/shopfronts that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.
- The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**
 - a public house, or
 - a building that provides employment, or
 - a community facility or [community asset](#), or

- or is within any area safeguarded as employment land within the [development plan](#) or
 - the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.
- Schemes for new facilities or where existing facilities are being significantly expanded details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on **a refuse storage/presentation plan(s)**.
 - **An Air Quality and Odour Assessment** will be required if the application proposes a use that would generate cooking or other odours or other significant airborne discharges e.g. hot food takeaways, cafes, restaurants, other forms of cooking/food processing/manufacture, paint spraying, production of goods involving the use of chemicals or heat, or other uses that could result in significant odours and/or the discharge or pollutants to the atmosphere.
 - **An Air Quality Assessment** will also be required for all ‘Major’ applications and any ‘Minor’ applications generating a consideration number of traffic movements to/from the site close to an [Air Quality Management Area \(AQMA\)](#).
 - If it is believed 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).
 - **An Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).
 - A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)
 - An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result

in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
 - Special Areas of Conservation (SAC) including candidate SACs (cSAC)
 - Ramsar sites
 - Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
 - National and Local Nature Reserves
 - Roadside Nature Reserves
 - County Wildlife Sites.
- If the proposal is 'Major' development (i.e. site area over 1 hectare or creation of more than 1,000sqm) in any location, or creating an floorspace of more than 100sqm in a Conservation Area a **Design and Access Statement** is also required.
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

- An **Open Space Assessment** would be required if the proposal would result in the **loss or creation of open space, and/or development on open space, whether that is in public or private ownership.**
- If the new floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.
- Where a proposed use would likely generate increased noise or disturbance beyond that generated by the existing/previous use, whether that is due to the nature of the use or the level of use, and where the building/site is located close to residential properties (close depends upon the scale and nature of the use), a **noise impact assessment** will be required to ensure that noise from the proposal does not impact on nearby businesses or residential properties.
- **Retail Impact Assessment**, will be required:
 - Within the [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) area, in accordance with Policy WLP8.18 for all planning applications for town centre uses (falling within the old use classes A1, A2, A3, A4, A5, C1, D2 and B1a)) with site areas greater than 350sqm on edge of centre (defined as within 300m of a Primary Shopping Area or Town Centres, depending upon use, as defined on the [policies map](#)) or out of centre sites.
 - Within the [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Area, in accordance with Policy SCLP4.8, for all planning applications proposing retail or commercial leisure uses (falling within the old use classes A1, A2, A3, A4, A5, C1 and D2) on edge of centre sites, (defined as within 300m of a Primary Shopping Area or Town Centres, depending upon use, as defined on the [policies map](#)) or out of centre sites meeting the following criteria:
 - Area to the edge of Ipswich - proposed gross floorspace of 750sqm or higher,
 - Felixstowe or Woodbridge - proposed gross floorspace of 750sqm or higher,
 - Aldeburgh, Framlingham, Leiston and Saxmundham – proposed gross floorspace of 350sqm or higher.

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

Although not a formal requirement for the validation of an application. If a scheme is proposed as a farm or rural diversification scheme it is recommended that an **Agricultural Diversification Statement** is submitted as part of the planning application, as it provides an opportunity for applicants/agents to explain how they consider their proposals comply with paragraph 84 of the [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) and relevant Local Planning Policies within the district level [Local Plans](#) Policies and where applicable [Neighbourhood Plan](#) Policies.

Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing, as this can assist applicants with the **Community Infrastructure Levy (CIL)** process.

If additional planting is likely to be required (e.g. to the site frontage, public open space etc) it is recommended that such applications also include '**Landscaping details**' to reduce the potential for conditions that require approval/discharge via a further formal application process.

Requirements based upon physical works

Where any physical works are proposed either to existing buildings/structures/features, or through the creation of new buildings and/or features on site the following documents will be required:

- **Existing and Proposed Elevational drawings**
- **Existing and Proposed Floor Plans**
- **Existing and Proposed Roof Plans** (where works are proposed to the roof)

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

If a proposal includes **replacement/new windows, doors, or shopfronts** the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows/doors/shopfronts**. Where the windows/doors to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair. The windows/doors that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas, or petrol/diesel/bio diesel etc) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:

- its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).

And

- details of where the outflow will go (this could be shown on the proposed block plan).

If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

Proposals for uses which are likely to require **extraction, ventilation and/or large refrigeration equipment**, such as manufacturing/material processing, vehicle repairs, paint spraying and those with cooking facilities such as restaurants, takeaways, or other food storage/preparation will need to include full details/specification of the proposed equipment including:

- external appearance, materials and installation location (on **Existing and Proposed Block Plan/Site Layout Plans**, **Existing and Proposed Elevational drawings**, **Existing and Proposed Floor Plans** and/or **Existing and Proposed Roof Plans** as appropriate)
- a **Noise Impact Assessment or acoustic report**.
- And where equipment is required to reduce odour (e.g. from cooking or other activities), the application will need to include an **Odour Assessment**

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include **satellite dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed

and

- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/alterated access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

Major Developments

If the application is a 'Major' (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents would always be required as part of the planning application:

- **Flood Risk Assessment**,
- **Sustainable Drainage Strategy**,
- **Sustainable Construction Statement/Plan**,
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,

If the application is 'Major' (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents may also be required as part of the planning application, depending upon the specifics of the proposal:

- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- **Landscape and Visual Impact Assessment** (required for all scheme that are likely to have a significant visual impact within the landscape and/or where an **Environmental Impact Assessment** is required.

Site features and Constraints

Please note additional drawings and/or documents maybe also required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, areas at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

- The advertisements /signage for such premises, may also require Advertisement Consent. Guidance on the need for Advertisement Consent can be found at [Advertisement consent » East Suffolk Council](#). Local Validation Guidance on what to submit for such applications is also provided in the **Advertisement Consent Validation Guidance**.

DRAFT

Loss of Community floorspace or facilities (including buildings and/or land)

All planning applications which include the loss of community floorspace or facilities (including land, and including but not limited to village halls, sites on the [Community Asset Register](#), playing fields, sports pitches, village greens, etc) will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#).
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** – the proposed version can be indicative if an application for outline planning permission, but will need to be the actual proposal if an application for full planning permission.
- If the application is for full planning permission, **Elevational Drawings** will be required.
- If the application is for full planning permission **Existing and Proposed Floor Plans** will be required.
- A marketing assessment (see below)

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or

- the loss of a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

An **Open Space Assessment** would be required if the proposal would result in the **loss or creation of open space, and/or development on open space**, whether that is in public or private ownership.

The other documents required to be submitted will depend upon the nature of the works proposed, the scale and whether the application is submitted in outline or full form and/or if it includes the [conversion of existing buildings](#).

If the proposal involves **physical works to the building(s)**, the application will need to also include **Proposed Elevational drawings** and **Existing and Proposed Floor Plans**.

An **Arboricultural Assessment and Tree Survey** will be required where there are **trees on or overhanging the site** and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves

- Roadside Nature Reserves
- County Wildlife Sites.

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).

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

A **Heritage Statement** (if the building(s) are either **heritage assets** themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)

If the proposal is **‘Major’ development** (i.e. site area over 1 hectare or creation of more than 1,000sqm) in any location, or creating an floorspace of more than 100sqm in a Conservation Area a **Design and Access Statement** is also required.

Requirements based upon physical works

Where any physical works are proposed either to existing buildings/structures/features, or through the creation of new buildings and/or features on site the following documents will be required:

- **Existing and Proposed Elevational drawings**
- **Existing and Proposed Floor Plans**
- **Existing and Proposed Roof Plans** (where works are proposed to the roof)

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

If a proposal includes **replacement/new windows, doors, or shopfronts** the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows/doors/shopfront**. Where the windows/doors/shopfront to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair. The windows/doors that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plant and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:

- its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).

And

- details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed

levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).

- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
 - their dimensions,
 - depth of projection from the wall or roof surface to which they are to be fixed,
 - the direction in which they are to be pointed
- and
- full details of their external appearance.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altering access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacturer on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Major Developments

If the application is a ‘Major’ (i.e. the floorspace would be 1000sqm or greater, and/or the site area would be greater than 1ha), the following documents would always be required as part of the planning application:

- **Flood Risk Assessment**,
- **Sustainable Drainage Strategy**,
- **Sustainable Construction Statement/Plan**,
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,

If the application is ‘Major’ (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents may also be required as part of the planning application, depending upon the specifics of the proposal:

- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- **Landscape and Visual Impact Assessment** (required for all scheme that are likely to have a significant visual impact within the landscape and/or where an **Environmental Impact Assessment** is required.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Creation or expansion of Community floorspace or facilities (including buildings and/or land)

All planning applications which include the creation of new community floor space or facilities (including but not limited to village halls, sites on the [Community Asset Register](#), playing fields, sports pitches, village greens, etc) will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** – the proposed version can be indicative if an application for outline planning permission, but will need to be the actual proposal if an application for full planning permission
- If the application is for full planning permission, **Elevational Drawings** will be required.
- A **Crime Prevention Statement** is required for all Planning Applications, relating to the provision of new or expansion of public or community buildings or facilities.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

An **Open Space Assessment** would be required if the proposal would result in the **loss or creation of open space, and/or development on open space**, whether that is in public or private ownership.

An **Air Quality and Odour Assessment** will be required if the application proposes a use that would **generate cooking or other odours or other significant airborne discharges** e.g. hot food takeaways, restaurants (including community cafes), paint spraying, activities and production of goods involving the use of chemicals or heat, or other uses that could result in significant odours and/or the discharge or pollutants to the atmosphere.

All schemes that include/require **foul water disposal**, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**

Schemes for new facilities or where existing facilities are being significantly expanded details of **refuse/recycling bin storage** and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

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).

An **Arboricultural Assessment and Tree Survey** will be required where there are **trees on or overhanging the site** and they could be impacted by the development. This is the case whether or not the trees are protected by a **Tree Preservation Order** or are in a **Conservation Area** (and are therefore protected).

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)

- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

If additional planting is likely to be required (e.g. to the site frontage, public open space etc) it is recommended that such applications also include 'Landscaping details' to reduce the potential for conditions that require approval/discharge via a further formal application process.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

A **Heritage Statement** (if the building(s) are either **heritage assets** themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)

If the proposal is '**Major**' **development** (i.e. site area over 1 hectare or creation of more than 1,000sqm) in any location, or creating an floorspace of more than 100sqm in a Conservation Area a **Design and Access Statement** is also required.

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if its does not refer to a requirement to submit a specific

plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

Requirements based upon physical works

Where any physical works are proposed either to existing buildings/structures/features, or through the creation of new buildings and/or features on site the following documents will be required:

- **Existing and Proposed Elevational drawings**
- **Existing and Proposed Floor Plans**
- **Existing and Proposed Roof Plans** (where works are proposed to the roof)

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

If a proposal includes **replacement/new windows, doors, or shopfronts** the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows/doors/shopfront**. Where the windows/doors/shopfront to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair. The windows/doors that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas, or petrol/diesel/bio diesel etc) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
 - its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).

And

- details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

Proposals for uses which are likely to require **extraction, ventilation and/or large refrigeration equipment**, such as manufacturing/material processing, vehicle repairs, paint spraying and those with cooking facilities such as restaurants, takeaways, or other food storage/preparation will need to include full details/specification of the proposed equipment including:

- external appearance, materials and installation location (on **Existing and Proposed Block Plan/Site Layout Plans**, **Existing and Proposed Elevational drawings**, **Existing and Proposed Floor Plans** and/or **Existing and Proposed Roof Plans** as appropriate)
- a **Noise Impact Assessment or acoustic report**.
- And where equipment is required to reduce odour (e.g. from cooking or other activities), the application will need to include an **Odour Assessment**

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include **satellite dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
 - their dimensions,
 - depth of projection from the wall or roof surface to which they are to be fixed,
 - the direction in which they are to be pointed
- and
- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including is colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/alterated access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

Major Developments

If the application is a '**Major**' (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents would always be required as part of the planning application:

- **Flood Risk Assessment**,
- **Sustainable Drainage Strategy**,
- **Sustainable Construction Statement/Plan**,
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,

If the application is 'Major' (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents may also be required as part of the planning application, depending upon the specifics of the proposal:

- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- **Landscape and Visual Impact Assessment** (required for all scheme that are likely to have a significant visual impact within the landscape and/or where an **Environmental Impact Assessment** is required).

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.

- The advertisements /signage for such premises, may also require Advertisement Consent. Guidance on the need for Advertisement Consent can be found at [Advertisement consent » East Suffolk Council](#). Local Validation Guidance on what to submit for such applications is also provided in the **Advertisement Consent Validation Guidance**.

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Medical or educational uses

As a minimum full planning applications for **medical or educational uses** e.g. GP surgeries, dental practices, hospitals, schools and children’s nurseries will ALWAYS require:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** (if the scheme includes the formation of a new access or alterations to an existing details of this will need to be shown on the block plan, along with the parking arrangements)
- **Proposed Elevational drawings** (except for outline applications) (existing elevational drawings will also be required for conversions, see further guidance below)
- **Proposed Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- **Proposed Floor Plans**. (existing floorplan drawings will also be required for conversions, see further guidance below)
- **An Air Quality and Odour Assessment** will be required if the application proposes a use that would generate cooking or other odours or other significant airborne discharges e.g. hot food takeaways, restaurants, other forms of cooking/food processing/manufacture (including cafeterias), burning of medical waste or other uses that could result in significant odours and/or the discharge or pollutants to the atmosphere.
- Schemes for new facilities or where existing facilities are being significantly expanded details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on **a refuse storage/presentation plan(s)**.

- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- If the scheme is a school or hospital adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.
- All applications that include more than 100 dwellings, include care/assisted living developments or involving the loss of, or creation or expansion of health care facilities will need to include a **Health Impact Assessment**.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or development on open space, whether that is in public or private ownership.
- 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).
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or

- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

An **Arboricultural Assessment and Tree Survey** will be required where there are **trees on or overhanging the site** and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

A **Heritage Statement** (if the building(s) are either **heritage assets** themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)

If the proposal is **'Major'** development (i.e. site area over 1 hectare or creation of more than 1,000sqm) in any location, or creating an floorspace of more than 100sqm in a Conservation Area a **Design and Access Statement** is also required.

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if its does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

Requirements based upon physical works

Where any physical works are proposed either to existing buildings/structures/features, or through the creation of new buildings and/or features on site the following documents will be required:

- **Existing and Proposed Elevational drawings**
- **Existing and Proposed Floor Plans**
- **Existing and Proposed Roof Plans** (where works are proposed to the roof)

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

If a proposal includes **replacement/new windows, doors, or shopfronts** the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows/doors/shopfront**. Where the windows/doors/shopfront to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair. The windows/doors that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
 - its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).

And

- details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from

the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This may be in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,

- the direction in which they are to be pointed
- and
- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

If additional planting is likely to be required (e.g. to the site frontage, public open space etc) it is recommended that such applications also include '**Landscaping details**' to reduce the potential for conditions that require approval/discharge via a further formal application process.

Please note additional drawings and/or documents maybe also required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, areas at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

Major Developments

If the application is a '**Major**' (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents would always be required as part of the planning application:

- **Flood Risk Assessment**,
- **Sustainable Drainage Strategy**,
- **Sustainable Construction Statement/Plan**,
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,

- **An Air Quality Assessment** will also be required for all ‘Major’ applications generating a consideration number of traffic movements to/from the site close to an [Air Quality Management Area \(AQMA\)](#).

If the application is ‘Major’ (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents may also be required as part of the planning application, depending upon the specifics of the proposal:

- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- **Landscape and Visual Impact Assessment** (required for all scheme that are likely to have a significant visual impact within the landscape and/or where an **Environmental Impact Assessment** is required).

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Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**
- **The advertisements /signage for such premises, may also require Advertisement Consent. Guidance on the need for Advertisement Consent can be found at [Advertisement consent » East Suffolk Council](#). Local Validation Guidance on what to submit for such applications is also provided in the [Advertisement Consent Validation Guidance](#).**

Agricultural related changes of use and/or works

This section relates to **planning applications proposing changes of use and/or works related to agriculture** (including but not limited to change of use, new buildings, works to existing buildings, laying of hardstanding, formation/changes to vehicular accesses, creation of pools/ponds/reservoirs and other engineering operations reshaping ground levels).

Such applications will always require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** which must include and label any structures or features that are to be demolished/removed including any trees (also see [Additional requirements, based upon the existing physical features that exists within/adjointing the site and any designations](#)) – the proposed version can be indicative if an application for outline planning permission, but will need to be the actual proposal if an application for full planning permission
- If the application is for full planning permission, **Elevational Drawings** will be required.
- If the application is for full planning permission **Existing and Proposed Floor Plans** will be required.
- **An Air Quality and Odour Assessment** will be required if the application proposes a use that would generate **odours or other significant airborne discharges** e.g. food processing/manufacture, slurry storage/processing, or other uses that could result in significant odours and/or the discharge or pollutants to the atmosphere.
- **An Air Quality Assessment** will also be required for all **‘Major’** applications and any **‘Minor’ applications generating a consideration number of traffic movements** to/from the site close to an [Air Quality Management Area \(AQMA\)](#).

- All schemes that include/require **foul water disposal**, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or development on open space, whether that is in public or private ownership.
- 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).
- The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of**:
 - a public house, or
 - a building that provides employment, or
 - a community facility or [community asset](#), or
 - or is within any area safeguarded as employment land within the [development plan](#) or
 - the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

A **Heritage Statement** (if the building(s) are either **heritage assets** themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)

If the proposal is ‘**Major**’ development (i.e. site area over 1 hectare or creation of more than 1,000sqm) in any location, or creating an floorspace of more than 100sqm in a Conservation Area a **Design and Access Statement** is also required.

Although not a formal requirement for the validation of an application. If a scheme is proposed as a **farm or rural diversification scheme** it is recommended that an **Agricultural Diversification Statement** is submitted as part of the planning application, as it provides an opportunity for applicants/agents to explain how they consider their proposals comply with paragraph 84 of the [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) and relevant Local Planning Policies within the district level [Local Plans](#) Policies and where applicable [Neighbourhood Plans](#) Policies.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a

sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If additional planting is likely to be required (e.g. to the site frontage, public open space etc) it is recommended that such applications also include 'Landscaping details' to reduce the potential for conditions that require approval/discharge via a further formal application process.

Requirements based upon physical works

Where any physical works are proposed (including change of use, new buildings, works to existing buildings, laying of hardstanding, formation/changes to vehicular accesses, creation of pools/ponds/reservoirs and other engineering operations reshaping ground levels), the following documents will be also be required:

- Existing and Proposed Elevational drawings
- Existing and Proposed Floor Plans
- Existing and Proposed Roof Plans (where works are proposed to the roof)

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the Proposed Elevational drawings, and Proposed Block Plan/Site Layout Plan as applicable, as outlined in Solar Power, air source heat pumps, Biomass Boilers and other renewables.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas, or petrol/diesel/bio diesel etc) will require:

- The Existing Block Plan/Site Layout Plan must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).

- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
 - its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).

And

- details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

If the proposal involves means to deal with/**process animal waste** e.g. slurry storage, will need to include an **Odour Assessment** and proposed means to reduce odour to those beyond the application site boundaries.

Proposals for uses which are likely to require **extraction, ventilation and/or large refrigeration equipment**, e.g. grain drying barns, will need to include full details/specification of the proposed equipment including:

- external appearance, materials and installation location (on **Existing and Proposed Block Plan/Site Layout Plans**, **Existing and Proposed Elevational drawings**, **Existing and Proposed Floor Plans** and/or **Existing and Proposed Roof Plans** as appropriate)
- a **Noise Impact Assessment or acoustic report**.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In

such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include **cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
 - their dimensions,
 - depth of projection from the wall or roof surface to which they are to be fixed,
 - the direction in which they are to be pointed
- and
- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.

- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacturer on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

Schemes that include **external lighting** e.g. security or flood lighting etc will need to include full details of the proposed lighting fixtures including:

- their proposed locations on the **Proposed Block Plan/Site Layout Plan**,
- their proposed appearance, heights and angle, along with any associated shielding to reduce light spillage (on **Proposed Elevation drawings**, and more detailed specification drawings),

- their luminance level (in candela),
- a Lighting Assessment

Major Developments

If the application is a ‘Major’ (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents would always be required as part of the planning application:

- Flood Risk Assessment,
- Sustainable Drainage Strategy,
- Sustainable Construction Statement/Plan,
- Parking Layout Plan (could form part of or be overlaid on a copy of the proposed block plan,

If the application is ‘Major’ (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents may also be required as part of the planning application, depending upon the specifics of the proposal:

- Travel Plan and Transport Assessment or Statement (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- Landscape and Visual Impact Assessment (required for all scheme that are likely to have a significant visual impact within the landscape and/or where an Environmental Impact Assessment is required.

Please note:

- additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

- **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.**
- **The advertisements /signage for such premises, may also require Advertisement Consent. Guidance on the need for Advertisement Consent can be found at [Advertisement consent » East Suffolk Council](#). Local Validation Guidance on what to submit for such applications is also provided in the **Advertisement Consent Validation Guidance**.**

Camping, Glamping, Caravan, holiday homes or other forms of relatively self-contained holiday accommodation.

This section relates to planning applications seeking Planning Permission for **camping, glamping, caravan, holiday homes or other forms of relatively self-contained holiday accommodation** (e.g. lodges, chalets etc).

Such applications will always require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** which must include and label any structures or features that are to be demolished/removed including any trees (also see [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)), and the position of pitches, any new buildings, and/or any extensions to existing buildings (including those providing facilities such as toilets and showers) – the proposed version can be indicative if an application for outline planning permission, but will need to be the actual proposal if an application for full planning permission
- If the application is for full planning permission, **Elevational Drawings** will be required.
- If the application is for full planning permission **Existing and Proposed Floor Plans** will be required.
- Schemes for new facilities or where existing facilities are being significantly expanded details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on **a refuse storage/presentation plan(s)**.
- As such uses are providing a ‘vulnerable use’, the application will also need to include 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).

An **Air Quality and Odour Assessment** will be required if the application proposes a use that would **generate cooking or other odours or other significant airborne discharges** e.g. hot food takeaways, restaurants, cafes, even if that use is simply proposed as a facility to serve those holidaying on the site.

An **Arboricultural Assessment and Tree Survey** will be required where there are **trees on or overhanging the site** and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

A **Heritage Statement** (if the building(s) are either **heritage assets** themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)

If the holiday use use/units are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.

If the proposal is **'Major'** development (i.e. site area over 1 hectare or creation of more than 1,000sqm) in any location, or not major but creating an floorspace of more than 100sqm in a Conservation Area a **Design and Access Statement** is also required.

An **Open Space Assessment** would be required if the proposal would result in the **loss or creation of open space, and/or development on open space**, whether that is in public or private ownership.

If the works result in a new dwelling and/or some **tourism developments**, 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.

Such schemes can be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

Although not a formal requirement for the validation of an application. If a scheme is proposed as a **farm or rural diversification scheme** is it recommended that an **Agricultural Diversification Statement** is submitted as part of the planning application, as it provides an opportunity for applicants/agents to explain how they consider their proposals comply with paragraph 84 of the [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/national-planning-policy-framework) and relevant Local Planning Policies within the district level [Local Plans](#) Policies and where applicable [Neighbourhood Plans](#) Policies.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

For all other applications, if additional planting is likely to be required (e.g. to soften the appearance of the site in the landscape) it is recommended that such applications also include '**Landscaping details**' to reduce the potential for conditions that require approval/discharge via a further formal application process.

Proposals that involve the **provision of new buildings or extensions to existing buildings** (including facilities buildings providing toilets and showers) will also require:

- Their positions to be shown on the **Proposed Block Plan/Site Layout Plans**
- **Existing and Proposed Elevational drawings** of the buildings
- **Existing and Proposed Floor Plans** of the buildings

Proposals that include the provision of additional/replacement/relocation of **electric hook ups** e.g. for touring caravans or **charging points for electric vehicles** will also need to include details of their positions/which pitches they relate to on the **Existing and Proposed Block Plan/Site Layout Plans**

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

If a proposal includes **replacement/new windows or doors** the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows and/or doors**. Where the windows/doors to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair. The windows/doors that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas, or petrol/diesel/bio diesel etc) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment plant** will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plant and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
 - o its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).

And

- details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In

such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include **satellite dishes and/or CCTV cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
 - their dimensions,
 - depth of projection from the wall or roof surface to which they are to be fixed,
 - the direction in which they are to be pointed
- and
- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing (including internal access roads and/or parking areas within the site)** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altering access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacturer on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

Schemes that include **external lighting** e.g. security or flood lighting etc will need to include full details of the proposed lighting fixtures including:

- their proposed locations on the **Proposed Block Plan/Site Layout Plan**,
- their proposed appearance, heights and angle, along with any associated shielding to reduce light spillage (on **Proposed Elevation drawings**, and more detailed specification drawings),
- their luminance level (in candela),

- **a Lighting Assessment**

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if its does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

Major Developments

If the application is a ‘Major’ (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents would always be required as part of the planning application:

- **Flood Risk Assessment,**
- **Sustainable Drainage Strategy,**
- **Sustainable Construction Statement/Plan,**
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan,**

If the application is ‘Major’ (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents may also be required as part of the planning application, depending upon the specifics of the proposal:

- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- **Landscape and Visual Impact Assessment** (required for all scheme that are likely to have a significant visual impact within the landscape and/or where an **Environmental Impact Assessment** is required.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**
- **The advertisements /signage for such premises, may also require Advertisement Consent. Guidance on the need for Advertisement Consent can be found at [Advertisement consent » East Suffolk Council](#). Local Validation Guidance on what to submit for such applications is also provided in the [Advertisement Consent Validation Guidance](#).**

Equestrian related uses and works

This section relates to planning applications that includes **equestrian related uses** (e.g. horse jumps, ménage, stables, storage buildings for hay, tack etc) **and/or other works required to facilitate the use** including but not limited to the laying of hardstanding, the formation of a vehicular access and the provision of fences, walls or other means of enclosure.

Such applications will always require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** which must include and label any structures or features that are to be demolished/removed including any trees (also see [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)), and the position of any new outbuildings, extensions to the main building(s) and/or any extensions to existing outbuildings.
- **Existing and Proposed Elevational drawings** of any new buildings and/or existing buildings proposed
- **Existing and Proposed Floor Plans** of any new buildings and/or existing buildings proposed
- **Existing and Proposed Roof Plans** of any new buildings and/or existing buildings proposed
- **Conversion Specification** if the scheme involves repurposing or converting any existing structures/buildings.
- **Structural Survey** if the scheme involves repurposing or converting any existing structures/buildings.

An **Arboricultural Assessment and Tree Survey** will be required where there are **trees on or overhanging the site** and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

A **Heritage Statement** (if the building(s) are either **heritage assets** themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)

If the proposal is 'Major' development (i.e. site area over 1 hectare or creation of more than 1,000sqm) in any location, or not major but creating an floorspace of more than 100sqm in a Conservation Area a **Design and Access Statement** is also required.

- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**

- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or development on open space, whether that is in public or private ownership.
- 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).

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Although not a formal requirement for the validation of an application. If a scheme is proposed as a **farm or rural diversification scheme** is it recommended that an **Agricultural Diversification Statement** is submitted as part of the planning application, as it provides an opportunity for applicants/agents to explain how they consider their proposals comply with paragraph 84 of the [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) and relevant Local Planning Policies within the district level [Local Plans](#) Policies and where applicable [Neighbourhood Plans](#) Policies.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

For all other applications, if additional planting is likely to be required (e.g. to soften the appearance of the site in the landscape) it is recommended that such applications also include '**Landscaping details**' to reduce the potential for conditions that require approval/discharge via a further formal application process.

Requirements dependent upon physical works

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

Schemes that include **external lighting** e.g. security lighting on stable buildings, flood lighting on menage or training areas etc will need to include full details of the proposed lighting fixtures including:

- their proposed locations on the **Proposed Block Plan/Site Layout Plan**,
- their proposed appearance, heights and angle, along with any associated shielding to reduce light spillage (on **Proposed Elevational drawings**, and more detailed specification drawings),
- their luminance level (in candela),
- **a Lighting Assessment**

Proposals that include **cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed

and

- full details of their external appearance.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Major Developments

If the application is a 'Major' (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents would always be required as part of the planning application:

- **Flood Risk Assessment**,
- **Sustainable Drainage Strategy**,
- **Sustainable Construction Statement/Plan**,
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,

If the application is 'Major' (i.e. the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha), the following documents may also be required as part of the planning application, depending upon the specifics of the proposal:

- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- **Landscape and Visual Impact Assessment** (required for all scheme that are likely to have a significant visual impact within the landscape and/or where an **Environmental Impact Assessment** is required).

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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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Conversions of existing buildings

This section relates to Planning Applications that include the ‘**Conversion**’ of an existing building.

In addition to the documents set out for new build proposals for the relevant existing/proposed use(s) ([new dwellings](#), [business](#), [commercial](#), [retail](#), [community facilities](#), [medical](#), [educational](#), [agricultural related](#), [tourism accommodation](#), [equestrian](#) etc) and the requirements set out when certain uses are being lost (schemes that are seeking the ‘conversion’ of an existing building(s) to alternative uses will also require:

- [Application Form with appropriate Ownership Certificate](#), Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- [Fee](#)
- [Site Location Plan](#)
- [Existing and Proposed Elevational drawings](#)
- [Existing and Proposed Floor Plans.](#)
- [Existing and Proposed Roof Plans](#)
- [Conversion Specification](#)
- [Structural Survey](#)
- The application will need to include a [marketing assessment](#) if the proposal includes the **loss of, re-use, change of use and/or conversion of:**
 - a public house, or
 - a building that provides employment, or

- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

An **Air Quality and Odour Assessment** will be required if the application proposes a use that would generate cooking or other odours or other significant airborne discharges e.g. hot food takeaways, cafes, restaurants, other forms of cooking/food processing/manufacture, paint spraying, production of goods involving the use of chemicals or heat, or other uses that could result in significant odours and/or the discharge or pollutants to the atmosphere.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required. Any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves

- County Wildlife Sites.

A **Heritage Statement** (if the building(s) are either **heritage assets** themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)

Details of refuse/recycling **bin storage and presentation areas**, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on **a refuse storage/presentation plan(s)**.

If the proposal is '**Major**' development (i.e. site area over 1 hectare or creation of more than 1,000sqm) in any location, or not major but creating an floorspace of more than 100sqm in a Conservation Area a **Design and Access Statement** is also required.

If the proposal is creating a vulnerable use (including dwellings and/or holiday accommodation) or 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).

If a proposal includes **replacement/new windows or doors** the application will need to include full **Joinery and Window details** detailing the **existing and proposed windows and/or doors**. Where the windows/doors to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair. The windows/doors that are to be replaced also need to be clearly identified on either **Elevation Plans** or annotated photographs.

All schemes that include/require **foul water disposal**, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**. If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

If the proposed use would be a **dwelling or holiday accommodation** proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

An **Open Space Assessment** would be required if the proposal would result in the **loss or creation of open space, and/or development on open space**, whether that is in public or private ownership.

Such schemes can be Community **Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

If the works result in a new dwelling or some tourism type uses, 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.

Although not a formal requirement for the validation of an application. If a scheme is proposed as a **farm or rural diversification scheme** is it recommended that an **Agricultural Diversification Statement** is submitted as part of the planning application, as it provides an opportunity for applicants/agents to explain how they consider their proposals comply with paragraph 84 of the [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and relevant Local Planning Policies within the district level [Local Plans](#) Policies and where applicable [Neighbourhood Plans](#) Policies.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

For all other applications, if additional planting is likely to be required (e.g. to soften the appearance of the site in the landscape) it is recommended that such applications also include 'Landscaping details' to reduce the potential for conditions that require approval/discharge via a further formal application process.

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Hybrid applications for non-residential uses, buildings and other works

This section relates to **Hybrid Planning Applications** seeking some elements in Outline and others in Full

The application will need to include all the documents set out as being required for each of the elements proposed in outline and seeking full planning permission. This may require multiple sections of this guidance to be met. This includes:

- Residential constituting ‘Minor’, development:
 - o **full planning permission for residential development for up to (and including 9 dwellings), less than 1000 sqm of floorspace and a site area less than 1 ha in size** (i.e. ‘Minor’ applications’, including replacement dwellings). This can be either conversions and/or new builds.
 - o **outline planning permission for residential development for up to (and including 9 dwellings), less than 1000 sqm of floorspace and a site area less than 1 ha in size** (i.e. ‘Minor’ applications’). This can only be new builds, as conversions/change of use proposals cannot obtain outline planning consent, as set out in the definition of ‘Outline Planning Permission’ “means a planning permission for the erection of a building, which is granted subject to a condition requiring the subsequent approval of the local planning authority with respect to one or more reserved matters;”, as defined in the Town and Country Planning Development Management Procedure Order 2015 (As amended).
 - o **‘hybrid’ including residential uses, seeking outline approval for some elements and full planning permission for other elements, with up to (and including 9 dwellings), less than 1000 sqm of floorspace, and a site area less than 1 ha in size** (i.e. ‘Minor’ applications’). This can be either conversions and/or new builds. This can be either conversions and/or new builds.
- Residential constituting ‘Major’ Development:
 - o **full planning permission for residential development for, 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha** (i.e. a ‘major’ development). This can be either conversions and/or new builds.

- If the application is seeking **outline planning permission for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha**, (i.e. a ‘major’ development). This can only be new builds, as conversions/change of use proposals cannot obtain outline planning consent, as set out in the definition of ‘Outline Planning Permission’ “means a planning permission for the erection of a building, which is granted subject to a condition requiring the subsequent approval of the local planning authority with respect to one or more reserved matters;”, as defined in the Town and Country Planning Development Management Procedure Order 2015 (As amended).
 - If the application is **‘hybrid’ seeking outline approval for some elements and full planning permission for other elements, with 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha**, (i.e. a ‘major’ development). This can be either conversions and/or new builds.
- Other uses
- [Loss of commercial / retail floorspace](#)
 - [Creation of business, commercial and/or retail floorspace](#)
 - [Loss of Community floorspace or facilities \(including buildings and/or land\)](#)
 - [Creation or expansion of Community floorspace or facilities \(including buildings and/or land\)](#)
 - [Medical or educational uses](#)
 - [Agricultural related changes of use and/or works](#)
 - [Camping, Glamping, Caravan or other forms of relatively self-contained holiday accommodation.](#)
 - [Equestrian related uses and works](#)
 - [Conversions of existing buildings](#)

Please note:

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **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.**

Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations

The [East Suffolk ArcGIS mapping system](#) can be used to check whether a proposed application site is within many of the zones and designations referred to in the table below. However, consideration will also need to be given to whether the site is close to/in the setting of Listed Buildings and Conservation Areas etc so applicants/agents are advised to look beyond the site for other features nearby. Some of the features referred to in the table below e.g. trees, significant ground level changes etc are not necessarily mapped, and therefore applicants/agents will also need to check for these on site prior to submitting their application.

Feature/designation	Documents Required (in addition to those that are relevant within the sections above)
If the application site is <u>within or 30m landward</u> of a Coastal Change Management Area (CCMA) (as identified on the Policies Map)	The application must include a Coastal Erosion Vulnerability Assessment .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in Area at Risk of fluvial or tidal Flooding (i.e. Flood Zones 2 or 3). See both Flood map for planning and the East Suffolk district Strategic Flood Risk Assessment (to determine if zone 3a or 3b).	The application must include a Flood Risk Assessment . The level of detail should be proportionate to the scheme and accord with the National Requirements for Flood Risk Assessments and be as detailed in Flood Risk Assessment . Proposals which include dwellings or other vulnerable uses (including dwellings) will also need to be accompanied by at Sequential Test and/or Exception Test .
If there are significant ground level changes/variations on the site or between the site and adjacent land, and/or the works	Full details of existing and proposed levels in the form of a topographical survey and/or cross-sections of the existing and

<p>include excavation or building up of earth, the application will need to include:</p>	<p>proposed. Any cross sections must be based upon an accurate survey of the site.</p>
<p>If the application site/property is:</p> <ul style="list-style-type: none"> • A listed building, within the curtilage of a Listed building, and/or within the setting of a listed building, • A Scheduled Ancient Monument and/or its setting, • A site identified on the Suffolk Historic Environment Record or within the setting of such a site, • A site known to or thought to contain archaeological remains, • A site within or adjoining a Conservation Area, <p>or</p> <ul style="list-style-type: none"> • In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a non-designated heritage asset (NDHA). <p>and you are proposing any physical works including:</p> <ul style="list-style-type: none"> • extensions and/or alterations to the building, including to its roof, • constructing new outbuildings, 	<p>A Heritage Statement or Impact Assessment is required to validate any application for Planning Permission or Listed Building Consent, affecting a heritage asset and or its setting, including the following:</p> <ul style="list-style-type: none"> - Proposals affecting any Listed building, including development within a curtilage and the setting of a listed building, - Proposals affecting Scheduled Ancient Monument and their setting, (some exceptions apply for householder proposals, and other minor works see below), - Proposals affecting sites identified on the Suffolk Historic Environment Record and their setting, - Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping, - Proposals within or affecting the character or appearance of Conservation Areas (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm), - Proposals involving the demolition or substantial alterations to a building which may be considered as a Non-designated

<ul style="list-style-type: none"> altering or extending an existing outbuilding, erection of or alterations to walls, fences, gates and other means of enclosure, fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage, installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation 	<p>heritage assets » East Suffolk Council</p> <ul style="list-style-type: none"> All applications where the development is likely to have an impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement. <p>Please note –</p> <ul style="list-style-type: none"> For planning applications (and/or Listed Building Consent Applications) which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts within or to heritage assets (including Listed Buildings, Conservation Areas and NDHA's), the application will also need to include full and precise Joinery and Window details. works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements. In some cases an Archaeological Assessment may also be required. <p>Please note – works to/within the curtilage of a Listed Building can also require Listed Building Consent, the application for which has its own requirements.</p>
<p>In an Area of known or suspected archaeological importance, and the proposal includes works at or below ground level.</p>	<p>An Archaeological Assessment will be required.</p>

<p>Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:</p> <ul style="list-style-type: none"> • Those which contain or are adjacent to sites of significant record on the Heritage Environmental Record (see link below), • Are in areas of known high archaeological potential, such as river valleys, and the historic core of settlements, • Any larger sites which by their very nature have greater potential to impact on sites. 	<p>You are advised to check with the Suffolk Archaeological Service - Suffolk County Council, whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.</p>
<p>If the site/property is within a Neighbourhood Plan Area as shown on the online map</p>	<p>There are specific policies within Neighbourhood Plans which require the submission of certain documents e.g. details of any external lighting within dark sky areas.</p> <p>Therefore if the site is within an area covered by a Neighbourhood Plan the applicant/agent should check the policies within the relevant Neighbourhood Plan to see which additional documents are required, and supply those documents with the application.</p>
<p>Any proposal which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural</p>	<p>An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and</p>

<p>Communities (NERC) Act (2006)), and/ or for any application within or may have an effect on:</p> <ul style="list-style-type: none"> • Special Protection Areas (SPA) including potential SPAs (pSPA) • Special Areas of Conservation (SAC) including candidate SACs (cSAC) • Ramsar sites • Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value) • National and Local Nature Reserves • Roadside Nature Reserves • County Wildlife Sites. <p>These designations are shown on our online GIS system.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Alterations to building of a form that could potentially provide a habitat for roosting bats (e.g. usually an older constructed from timber or brick with an unheated pantiled roof) - Works close to or directly affecting other habitats which may e.g. ponds that may contain newts 	<p>sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The CIEEM guidance should be used in relation to the age of surveys that are relied upon.</p> <p>If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications received where these are clearly required but have not been undertaken/submitted will generally not be validated.</p> <p>Biodiversity Gain Plan and BNG Metric (including the calculation spreadsheet) prepared by a suitably qualified individual, may also be required.</p>
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<p>The East Suffolk ArcGIS mapping system can be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shown on this mapping system, as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal.</p> <p>Biodiversity Net Gain (BNG): All applications should include a Biodiversity Net Gain assessment (calculated using the most up to date version of the national BNG Metric) and a Biodiversity Gain Plan demonstrating how the development delivers net gain. The amount of Biodiversity Gain delivered by a development should follow published local guidance until such time as a national mandatory level has been set.</p>	
<p>Where 1 or more net new relevant development (dwellings, holiday lets etc), within the 13km RAMS Zone of Influence of Suffolk Coast Habitats Sites consisting of:</p> <ul style="list-style-type: none"> • Special Areas of Conservation (SAC) • Special Protection Areas (SPA) • Ramsar Sites 	<p>Habitat Regulations Assessment (HRA) and RAMS tariff form/payment</p>
<p>If there is a Public Right of Way on or adjoining the application site:</p>	<p>The applicant/agent must mark the definitive route on the Proposed Block Plan/Site Layout Plan. The route must be that shown on the Suffolk County Council Definitive Map, not the route as it appears on</p>

	<p>the ground (although it can be useful to also indicate that route as well).</p> <p>Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during construction to prevent materials etc from being stored on the route).</p> <p>If the scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.</p> <p>Further details explaining why these details are required can be found via Public Rights of Way.</p>
<p>If there are Trees <u>on or overhanging</u> the application site, and/or you have answered yes to question relating to 'Trees and Hedges' on the application form, and you are proposing extensions, new structures, means of enclosure or hardstanding near those trees.</p>	<p>An arboricultural assessment and tree survey will need to be submitted as part of the application.</p> <p>The applicant/agent will also need to ensure that they have considered the impact and sought to mitigate any impacts in the design and layout of the scheme.</p>
<p>If a proposal is</p> <ul style="list-style-type: none"> - likely to impact upon the geodiversity of a site designated for its geodiversity interest. 	<p>A Geodiversity Survey and Assessment Report will be required for all applications seeking outline or full planning permission.</p>

<ul style="list-style-type: none"> - or - the site is greater than 5Ha in area and within a minerals consultation area, - Or - Within the safeguarding distance of any existing or proposed minerals or waste sites that are safeguarded by the Suffolk Minerals and Waste Local Plan 	
<p>Where a scheme relates to a site known or suspected to be contaminated and/or the use is vulnerable to sources of contamination (including all new dwellings). Potential contamination may be due to previous uses of the site or adjacent land.</p>	<p>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).</p>

Appendix J: Draft version of “Local Validation Guidance – Chapter 8: Applications for Advertisement Consent”

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)

Section 8: Applications for Advertisement Consent

Introduction

If you are proposing advertisements or signage as part of the creation of a new business or expansion of an existing business, or for a community building, or to advertise an area of land/building or that a specific event is taking place, or signage for any other purpose, you may require Advertisement Consent (potentially in addition to other consents including Planning Permission and/or **Listed Building Consent**).

The criteria which set out when signage/advertisements require Advertisement Consent are detailed in the [Town and Country Planning Control of Advertisement \(England\) Regulations 2007](#) (As Amended).

If you are not sure if your proposals require Advertisement Consent, Planning Permission and/or Listed Building Consent it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

All applications referred to in this section will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate,**
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

You will also require all drawings/documents that are relevant based upon the nature of the proposals as detailed below.

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 your 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 “Erection of single-storey detached office” 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 a planning application, and therefore removing such personal references within your 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.

Descriptions on applications for advertisement consent, should be clear and precise in terms of:

- the number and type signs which are the subject of the application,
- where the signs are to be located,
and
- whether they are illuminated and if so whether it is external or internal illumination

They should also avoid listing the dimensions of the signs themselves. These details are required in a separate section on the application form and will be shown on the submitted plan.

For example, a description an advertisement application, for three signs on a shop which includes all of these elements without going in to too much detail would be:

“Installation of an internally illuminated fascia sign above shop window, an externally illuminated hanging sign beside fascia and a non-illuminated sign on shop door.”

Where an application is being submitted to seek to retain existing physical works and/or an existing use this should be made clear in the description of development, by referring to the proposals as retrospective e.g.:

“Retention of an internally illuminated fascia sign above shop window, an externally illuminated hanging sign beside fascia and a non-illuminated sign on shop door.”

This section includes specific information for the submission of applications the following types of advertisement:

- [Fascia and other signs/ advertisements fixed to buildings or located within the building and positioned within 1m of a window.](#)
- [Signage attached to fences, boundary walls or other means of enclosure](#)
- [Free-standing signs and advertisements](#)
- [Flags](#)
- [Illuminated advertisements/signs](#)

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Requirements based upon the proposed works

Fascia and other signs/ advertisements fixed to buildings or located within the building and positioned within 1m of a window.

This section relates to applications for Advertisement Consent for **Fascia and other signs/ advertisements fixed to buildings or located within the building and positioned within 1m of a window.**

All such applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- **Existing and Proposed Elevational drawings** showing the location, size and appearance of the advertisements which are the subject of the application, in relation to existing features of the building e.g. the shop window, cills of first floor level windows, and any existing moulding or other building detailing which may exist around the area of the proposed signage.

If the advertisements/signage is proposed to be externally **illuminated**, the elevational drawings should also show the appearance, size and location of any lamp fixtures. Any **illuminated signs** must also supply full details as specified in the [illuminated advertisement section below](#).

Please note:

- **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.
- If the building, structure or wall on which the advertisements/signs are located is [Listed](#) or curtilage Listed, then Listed Building Consent is also likely to be required and an application for that consent should be submitted at the same time as the application for advertisement consent. See [Listed Building Consent - Application Validation Requirements Guidance](#).

Signage attached to fences, boundary walls or other means of enclosure

This section relates to applications for Advertisement Consent for **banners or other signage attached to fences, boundary walls or other means of enclosure**

All such applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- To scale drawings showing the appearance and size of the proposed advertisements/signs. i.e. on **Elevational Drawings**.

Details of the height of the advertisements/signs about ground level must be provided on the block plan and/or the to scale drawings of the advertisements/signs.

If the advertisements/signage is proposed to be externally **illuminated**, the elevational drawings should also show the appearance, size and location of any lamp fixtures. Any **illuminated signs** must also supply full details as specified in the [illuminated advertisement section below](#).

Please note:

- **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.
- If the building, structure or wall on which the advertisements/signs are located is [Listed](#) or curtilage Listed, then Listed Building Consent is also likely to be required and an application for that consent should be submitted at the same time as the application for advertisement consent. See [Listed Building Consent - Application Validation Requirements Guidance](#).

Free-standing signs and advertisements

This section of the guidance relates to **signs on posts/free-standing signs/advertisements, including totem and directional signage**

All applications referred to in this section will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate,**
- **Fee** Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the size and position of all proposed signage.
- To scale drawings showing the appearance and size of the proposed advertisements/signs, and any posts on which they are to be fixed (including those which erected specifically for the advertisements/signs) i.e. **Elevational Drawings.**

Details of the height about ground level should also be provided on the block plan and/or the to scale drawings of the advertisements/signs.

If the advertisements/signage is proposed to be externally **illuminated**, the elevational drawings should also show the appearance, size and location of any lamp fixtures. Any **illuminated signs** must also supply full details as specified in the [illuminated advertisement section below](#).

Please note:

- **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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Flags

This application relates to Advertisement Consent applications for **flag(s)**

Such applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate,**
- **Fee** Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the size and position of all proposed signage.
- To scale drawings showing the appearance and size of the proposed advertisements/signs, and height of any poles on which they are to be flown. i.e. **Elevational Drawings.**

If the advertisements/signage is proposed to be externally **illuminated**, the elevational drawings should also show the appearance, size and location of any lamp fixtures. Any **illuminated signs** must also supply full details as specified in the [illuminated advertisement section below](#).

Please note:

- **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.
- If the building, structure or wall on which the advertisements/signs (or flag pole) are located is [Listed](#) or curtilage Listed, then Listed Building Consent is also likely to be required and an application for that consent should be submitted at the same time as the application for advertisement consent. See [Listed Building Consent - Application Validation Requirements Guidance](#).

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Illuminated advertisements/signs

This section explains the validation requirements for Advertisement Consent applications, where the advertisements/signs are **illumination** (either internal or external to the advertisements/signs).

Such applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate,**
- **Fee** Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the size and position of all proposed signage.
- To scale drawings showing the appearance and size of the proposed advertisements/signs, and height of any poles on which they are to be flown. i.e. **Elevational Drawings.**
- Details of the luminance (i.e. lux level) – this is a question on the application form, but it can also be useful to specify it on the drawings, to ensure it is clear which signs are to be illuminated and their proposed level.

The above is in addition to the other drawings/documents detailed with the sections relating to specific types of advertisements/signs ([Fascia/fixed to buildings, attached to fences/walls and banners](#), [free-standing](#) and [flags](#)), full details of the proposed means of illumination will be required:

In the case of **externally illuminated signs**, the following will also be required:

- Details of the luminance (i.e. lux level) of the proposed illumination,
- Full and accurate details of the proposed
 - appearance,
 - size,
 - location (including position on site, ground or building and height above ground level)
 - angle of all 'lamp' fixtures proposed to illuminate the advertisements/signs.

And

- Any means to reduce potential light spillage.

Please note:

- 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.
- If the building, structure or wall on which the advertisements/signs (or flag pole) are located is [Listed](#) or curtilage Listed, then Listed Building Consent is also likely to be required and an application for that consent should be submitted at the same time as the application for advertisement consent. See [Listed Building Consent - Application Validation Requirements Guidance](#).

Appendix K: Draft version of “Local Validation Guidance – Chapter 9: Applications seeking ‘Prior Notification approval’ for agricultural works and buildings”

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 9: Applications seeking ‘Prior Notification’ approval for agricultural works and buildings

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.

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 “Erection of single-storey detached office” 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 a planning application, and therefore removing such personal references within your 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 or email once your application has been registered.

This section explains what documents/drawings are required for the following types of Agricultural Prior Notification applications:

- [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](#)

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Prior Notification Types

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

If the application is seeking Prior Approval for **agricultural development on units of 5 hectares or more**, under **Class A of Part 6** of Schedule 2 of the General Permitted Development Order, the following are required as a minimum for validation of the application:

- A written description of the proposed development and of the materials to be used (usually submitted on the **application form**). Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- a plan indicating the site (ideally both a **site location plan** and a **block plan**),
- the required fee to be paid;

Additional Plans/Documents Recommended

The application is seeking a determination as whether the prior approval of the authority will be required as the siting, design and appearance and external appearance of the building, the siting and means of construction of the private way, the siting and excavation of deposit or siting and appearance of the tank as the case maybe. If prior approval is deemed to be required for such details the application would have to be taken to a second stage, meaning an additional application process. Therefore, it can be advantageous to provide such details upfront as part of the first application e.g. **elevational drawings of buildings**, **cross sections of excavations for reservoirs** etc.

Second Stage Submissions/Applications

The applicants attention is drawn to the requirements placed upon them under A.2 (2) (iv) of Class A of Part 6 of Schedule 2 of the General Permitted Development Order 2015 (as amended) to **display a site notice on or near the land on which the proposed development is to be carried out for not less than 21 days in the period 28 days from the date on which this decision notice on the Stage 1 process is issued**. A template for such a notice is published on the [How to submit a Planning Application page of the East Suffolk Council Website](#) .

If the site notice posting/display process was not completed within the required timeframe, Prior Approval through the submission of a second stage application cannot be obtained.

Please note:

- **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 6 Class B – Agricultural development on units of less than 5 hectares

If the application is seeking Prior Approval for agricultural development on units of less than 5 hectares under **Class B** of Part 6 of Schedule 2 of the General Permitted Development Order, the following are required as a minimum for validation of the application:

- A written description of the proposed development and of the materials to be used (usually submitted on the **application form**). Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- a plan indicating the site, (ideally both a **site location plan** and a **block plan**), and
- the required fee to be paid;

Additional Plans/Documents recommended:

The application is seeking a determination as whether the prior approval of the authority will be required as the siting, design and appearance and external appearance of the building, the siting and means of construction of the private way, the siting and excavation of deposit or siting and appearance of the tank as the case maybe. If prior approval is deemed to be required for such details the application would have to be taken to a second stage, meaning an additional application process. Therefore, it can be advantageous to provide such details upfront as part of the application e.g. **elevational drawings** of buildings, **cross sections of excavations** for reservoirs etc.

Second Stage Submissions/Applications

The applicants attention is drawn to the requirements placed upon them under A.2 (2) (iv) of Class A of Part 6 of Schedule 2 of the General Permitted Development Order 2015 (as amended) to **display a site notice on or near the land on which the proposed development is to be carried out for not less than 21 days in the period 28 days from the date on which this decision notice on the Stage 1 process is issued**. A template for such a notice is published on the [How to submit a Planning Application page of the East Suffolk Council Website](#) .

If the site notice posting/display process was not completed within the required timeframe, Prior Approval through the submission of a second stage application cannot be obtained.

Please note:

- **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 6 Class C – Mineral Working for agricultural purposes

This section relates to Prior Approval for mineral working for agricultural purposes under Class C of Part 6 of Schedule 2 of the General Permitted Development Order.

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 such a process is introduced, such applications will have to comply with the national regulations introduced.

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Part 6 Class E – Forestry Developments

If the application is seeking Prior Approval for forestry developments under **Class E** of Part 6 of Schedule 2 of the General Permitted Development Order, the following are required as a minimum for validation of the application:

- A written description of the proposed development and of the materials to be used (usually submitted on the **application form**). Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the **introduction**,
- a plan indicating the site, (ideally both a **site location plan** and a **block plan**), and
- the required fee to be paid;

Additional Plans/Documents recommended:

The application is seeking a determination as whether the prior approval of the authority will be required as the siting, design and appearance and external appearance of the building, the siting and means of construction of the private way, the siting and excavation of deposit or siting and appearance of the tank as the case maybe. If prior approval is deemed to be required for such details the application would have to be taken to a second stage, meaning an additional application process. Therefore, it can be advantageous to provide such details upfront as part of the application e.g. **elevation drawings** of buildings, **cross sections of excavations** for reservoirs etc.

Second Stage Submissions/Applications

The applicants attention is drawn to the requirements placed upon them under A.2 (2) (iv) of Class A of Part 6 of Schedule 2 of the General Permitted Development Order 2015 (as amended) to **display a site notice on or near the land on which the proposed development is to be carried out for not less than 21 days in the period 28 days from the date on which this decision notice on the Stage 1 process is issued**. A template for such a notice is published on the [How to submit a Planning Application page of the East Suffolk Council Website](#) .

If the site notice posting/display process was not completed within the required timeframe, Prior Approval through the submission of a second stage application cannot be obtained.

Please note:

- **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.**

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 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 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 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 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.

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 received 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 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 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.

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**

DRAFT

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](#)

DRAFT

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 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 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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Appendix M: Draft version of “Local Validation Guidance – Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed)”

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 11: Applications seeking Certificates of Lawfulness (Existing or Proposed)

Introduction

Applications seeking Certificates of Lawfulness are seeking a legal certificate to demonstrate that either

- a use or structure has existed continuously for such a length of time as to have become lawful and immune from enforcement action; or
- that a proposed use or structure does not require Planning Permission either because it is not development, or it is development but it is 'permitted development'.

All applications referred to in this section will require the following as a minimum:

- Application Form with appropriate Ownership Certificate,
- Fee
- Site Location Plan
- Drawings/other documents as appropriate to illustrate the proposed/previously undertaken works and/or use.

The onus rests with the applicant/their agent to demonstrate why the proposal or the works or use undertaken are lawful. This is particularly the case on applications which are seeking a certificate for a use and/or physical works that have already taken place and that the applicant/agent is seeking to establish has having become lawful through the passage of time. Therefore, whilst the documents listed below are required as a minimum, it is recommended that the applicant/agent considers and potentially submits documentation beyond those listed if they feel it is appropriate and/or if they consider that it will aid their case.

Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on Private or Sensitive Information below). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.

Private or Sensitive information

Please note all certificate of Lawfulness Applications 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 details of health conditions, dates of birth, user id numbers, Council Tax account details etc, please consider if those statements are entirely necessary. If it is considered that they are essential to the case being made, then please clearly mark any documents that are submitted containing such statements, so that any sensitive statements/reference id numbers etc within them can be redacted before the documents are published online.

Application Description

The application description can be critical for Certificate of Lawfulness, as if granted, it will be granted for the proposal or previously undertaken physical works or use described.

Please note that the exact wording the applicant/their agent places on the application for 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 the applicant/their agent either at registration stage or during the course of the application.

The applicant/agent needs to make sure that this is the description they are wanting on the decision notice, and that the description covers all of the elements that is sought to be covered by the certificate. For example, in a case that relates to the use of land for a particular use

and the erection of buildings associated with that use, the application description should make reference to both the use and the buildings. An example could be

“Use of land for the storage of caravans, use of former agricultural building as office to manage storage business and retention of shed to house associated cleaning equipment”.

It is recommended that descriptions avoid including personal details and do not say anything that the applicants would not want their neighbours or the wider public to know. For example, if the applications proposing a single storey extension to provide adapted accommodation for a disabled member of the family, that reasoning should not be included in the description on the application form. It is recommended instead the description is phrased along the lines of *“Erection of single-storey extension”* or *“Retention of single-storey extension”* without such personal information or reasoning behind the proposals.

Please note in the case of applications for Certificates of Lawfulness, for proposed works or uses, the Local Planning Authority is making a legal determination as to whether the proposed works are development and if so, if they are ‘Permitted Development’ i.e. do not required Planning Permission. Therefore, the personal disabilities, health conditions and other personal matters can not be considered in the determination. Therefore, there is no need to include such matters in the application description.

Similarly, in the case of applications for Certificate of Lawfulness, for existing works or uses, the Local Planning Authority is making a legal determination as to whether the works too place and/or the use has been continually taking place for sufficient time to have become lawful, and therefore the personal disabilities, health conditions and other personal matters cannot be considered in the determination. Therefore, there is no need to include such matters in the application description.

This section provides guidance on the documentation to submit with the following types of application:

- [Lawful Development Certificates for Existing Uses or Development](#)
 - [Applications seeking Lawful Development Certificates to confirm that physical works which have already been undertaken, were either not ‘development’ or were Permitted Development.](#)
 - [Applications seeking Lawful Development Certificates to confirm that physical works which have already been undertaken, were completed sufficient time ago to have become lawful](#)

- [Applications seeking Lawful Development Certificates to confirm that an existing use in its current form is lawful because it was either not development or permitted development to change to that use.](#)
- [Applications seeking Lawful Development Certificates to confirm that an existing use commenced and has been continuous for sufficient time as to have become lawful.](#)
- [Lawful Development Certificates for Proposed Uses or Development](#)
 - [Applications seeking Lawful Development Certificates to confirm that a proposal for physical works are either not development or are Permitted Development](#)
 - [Applications seeking Lawful Development Certificates to confirm that a proposed use is either not development or would be Permitted Development](#)

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Lawful Development Certificates for Existing Uses or Development

Physical works which have already been undertaken, were either not ‘development’ or were Permitted Development.

If the scheme relates to **an existing building, previously constructed extension or previously undertaken alterations to an existing building** and the application is seeking a Certificate to confirm the works were either not ‘development’ or were Permitted Development, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the works to be clearly understood.

It is also recommended that where such applications relate to extensions or alterations to existing buildings or outbuildings, they should include both **Existing elevational drawings**, clearly annotated to show the element which is the subject of the certificate of Lawfulness Application.

In the case of Certificate of Lawfulness applications for domestic outbuildings or alterations to such structures there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings. However, a to scale block plan would still be required and in such cases the photographs would need to be fully annotated with full accurate dimensions of the outbuilding in metric. These dimensions would need to be of both its overall dimensions (width, depth, eaves level, ridge height) and the location and size of any openings (e.g. distances/heights from fixed features on the building e.g. building corners, ridge height etc) so that is clear precisely what you are seeking to retain.

However, it should be noted that the onus rests with the applicant/their agent to provide documentary evidence demonstrate that the physical works/construction of the extension, outbuilding and/or alterations to such structures were lawful, i.e. either not 'development' or were Permitted Development.

If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate what the works undertaken were, so that the certificate covers all matters they wish/need it to cover.

Please note if the new floorspace is close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the scheme would be CIL liable, even if it is confirmed to be Permitted Development via the Certificate of Lawfulness application.

If the application is also seeking to confirm that the use of that building did not require planning permission, the application should also include a statement describing the proposed uses, explaining how they function, and within which areas of the building(s) they are undertaken.

Please note:

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.
- 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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Physical works which have already been undertaken, were completed sufficient time ago to have become lawful

If the application is seeking to demonstrate that a **building, extension or alterations to an existing building were completed sufficient time ago to have become lawful**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the works to be clearly understood.

It is also recommended that the application should include an **Existing Block Plan/Site Layout Plan** clearly annotated to show the element(s) which is/are the subject of the certificate of Lawfulness Application.

The application should include both **Existing elevational drawings**, clearly annotated to show the element(s) which is/are the subject of the certificate of Lawfulness Application.

The onus rests with the applicant/their agent to provide documentary evidence demonstrate that the physical works/construction of the extension, outbuilding and/or alterations to such structures was undertaken a sufficient time ago to have become lawful /immune from enforcement action through the passage of time.

If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate what the works undertaken were, so that the certificate covers all matters they wish/need it to cover.

The type and means of documentary evidence to be submitted is up to the applicant and/or their agent but it could include copies of various forms of documents including but not limited to:

- date stamped photographs of the construction,
- dated aerial photographs,
- copies of invoices and/or receipts for the works and materials containing the business and/or site name,

- sworn signed statements from persons other than the applicant.....etc.

In many cases seeking to demonstrate the lawful use of the site will overlap with seeking to demonstrate the physical structures are lawful. Therefore applicants/agents are recommended to also review the section relating to [Applications seeking Lawful Development Certificates to confirm that an existing use commenced and has been continuous for sufficient time as to have become lawful.](#)

Please note:

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.
- 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.

An existing use in its current form is lawful because it was either not development or permitted development to change to that use.

If the application is seeking a certificate to confirm that **an existing use is lawful in its current form is lawful**, because it is not ‘development’ or it is Permitted Development, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the use to be clearly understood.

It is also recommended that the application should include an **Existing Block /Site Layout Plans** clearly annotated to show the proposed uses across the site and/or within the building(s).

If multiple uses are proposed within building(s) **Existing Floor Plans** should also be submitted, annotated to show the existing uses.

The application should also include a statement describing the proposed uses, explaining how they function, and within which areas of the building(s) they are undertaken.

The onus rests with the applicant/their agent to provide documentary evidence demonstrate that the use is either not development or it is Permitted Development. This is likely to need to include evidence and clear details of the previous use of the site/building(s).

If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant’s interest to ensure that they submit sufficient information to clearly demonstrate what the use is, so that the certificate covers all matters they wish/need it to cover.

If the application is seeking confirmation that an existing building as well as its use was either not development or it was Permitted Development / did not require specific Planning Permission to be constructed, the documents set out in [“an existing building, previously constructed extension or previously undertaken alterations to an existing building and the application is seeking a Certificate to confirm the works were either not ‘development’ or Permitted Development”](#) should also be submitted.

Please note:

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.
- 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.

An existing use commenced and has been continuous for sufficient time as to have become lawful.

If the application is seeking confirmation that a use commenced and has been continuous for sufficient time as to have become lawful, it will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the use to be clearly understood.

The onus rests with the applicant/their agent to provide documentary evidence demonstrate that the use has been taking place continuously and for sufficient time to have become lawful.

If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate what the use is, so that the certificate covers all matters they wish/need it to cover.

If multiple uses have been undertaken within building(s) and/or across the site **Existing Floor Plans** and/or **block plans** should also be submitted, annotated to show the existing uses.

Whilst it is not a specific requirement to validate the application, the agent/applicant may wish to submit a statement setting out precisely how the site is being and has been used, and for how long those uses have taken place in their current form, with reference to documentary evidence to support their claims.

The type and means of documentary evidence to be submitted is up to the applicant and/or their agent but it could include copies of various forms of documents including but not limited to:

- date stamped photographs,
- dated aerial photographs,
- receipts from those using the business (if a business use),

- copies of invoices/receipts containing the business and/or site name,
- council tax or business rates records for the site,
- copies of bills for electricity, water, gas etc relating to and addressed to the business or property on the site,
- sworn signed statements from persons other than the applicant
- copies of appointment books (if a business).....etc.

In many cases seeking to demonstrate the lawful use of the site will overlap with seeking to demonstrate the physical structures are lawful. Therefore applicants/agents are recommended to also review the section relating to [Applications seeking Lawful Development Certificates to confirm that physical works which have already been undertaken, were completed sufficient time ago to have become lawful](#)

Please note:

- **Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.**
- **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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Lawful Development Certificates for Proposed Uses or Development

Proposed physical works are either not development or are Permitted Development

If the application is seeking a certificate confirming that a proposal is for **physical works, such as an extension, a new building and/or alterations to existing buildings is either not development or is Permitted Development**, it will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the proposed works to be clearly understood.

It is also recommended that the application should include an **Existing and proposed Block /Site Layout Plans** clearly annotated to show the element which is the subject of the certificate of Lawfulness Application.

The application should include both **Existing and proposed elevational drawings**, clearly annotated to show the element which is the subject of the certificate of Lawfulness Application.

Please note if the new floorspace is close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the scheme would be CIL liable, even if it is confirmed to be Permitted Development via the Certificate of Lawfulness application.

Please note the Habitat Regulations Assessments imposed by (3) of the General Permitted Development Order and Regulations 75-77 of the Habitats Regulations, may reduce the scope for utilising Permitted Development Rights.

If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate the proposed works, so that the certificate covers all matters they wish/need it to cover.

Please note:

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.
- 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.

A proposed use is either not development or it would be Permitted Development

If the application is seeking a certificate confirming that a proposal is for **use part or the whole of an existing building and/or land for a specific use is either not development or is Permitted Development**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the proposed use to be clearly understood.

The application should include an **Existing and proposed Block /Site Layout Plans** and building floor plans should also be submitted, annotated to show the existing uses.

If multiple uses are proposed within building(s) **Existing Floor Plans** should also be submitted, annotated to show the proposed uses.

The application should also include a statement describing the proposed uses, explaining how they would function, and within which areas of the building(s) they would be undertaken. If a temporary use is proposed, this should be clearly stated and the period must be defined.

Please note the Habitat Regulations Assessments imposed by (3) of the General Permitted Development Order and Regulations 75-77 of the Habitats Regulations, may reduce the scope for utilising Permitted Development Rights.

If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate the proposed use (and any [physical works](#)), so that the certificate covers all matters they wish/need it to cover.

Please note:

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on **Private or Sensitive**

Information). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.

- 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.

Appendix N: Draft version of “Local Validation Guidance – Chapter 12: Applications seeking Variation or Removal of Conditions”

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 12: Applications seeking Variation or Removal of Conditions

Introduction

Applications seeking variations or removal of conditions, are generally seeking to either vary the design of the scheme approved or conditions controlling implementation of that scheme, how it is used and/or matters such as hours of use.

All applications referred to in this section will require the following as a minimum:

- Application Form with appropriate Ownership Certificate,
- Fee
- Amendments/Changes Statement

The application will also require all drawings/documents that are relevant as detailed below.

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.

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 a planning application, and therefore removing such personal references within your 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.

Within application descriptions for a Variation or Removal of a Condition it is useful if they refer to the consent on which you are seeking to vary the condition and which condition you are seeking to vary, including a word or brief phrase indicating what the condition relates to. For example:

“Variation of Condition 2 (Drawings/Plans) on Planning Permission DC/22/9999/FUL – Erection of two-storey detached dwelling”

In some cases it might be useful to indicate how the condition is proposed to be varied, but it is useful if this is kept as brief as possible. For example the following would be too long:

“Variation of Condition 5 (to be altered from “The approved tree/shrub planting scheme shall be implemented not later than the first planting season following commencement of the development (or within such extended period as the local planning authority may allow) and shall thereafter be retained and maintained for a period of 5 years. Any plant material removed, dying or becoming seriously damaged or diseased within five years of planting shall be replaced within the first available planting season and shall be retained and maintained. Reason: To ensure the submission and implementation of a well-laid out scheme of landscaping in the interest of visual amenity.” To “The approved tree/shrub planting scheme shall be implemented not later than the second planting season following commencement of the development (or within such extended period as the local planning authority may allow) and shall thereafter be retained and maintained for a period of 5 years. Any plant material removed, dying or becoming seriously damaged or diseased within five years of planting shall be replaced within the first available planting season and shall be retained and maintained. Reason: To ensure the submission and implementation of a well-laid out scheme of landscaping in the interest of visual amenity.”) on Planning Permission DC/22/9999/FUL – Erection of 12 two-storey detached dwellings”

This is more appropriate:

“Variation of Condition 5 (Implementation of Landscaping – time period for compliance to be increased to the following year) on Planning Permission DC/22/9999/FUL – Erection of 12 two-storey detached dwellings”

If the applicant/agent wishes the case officer etc to be aware of their reasoning for seeking to vary the condition, ideally this should be covered in a separate statement/covering letter rather than within the application description.

Requirements based upon the proposals

All applications seeking to vary the plans/drawings, must include a schedule or list of proposed changes.

The application does not need to include everything that was submitted as part of the original application but it will need to include updated versions of all documents relevant to the conditions that the applicant is seeking to vary. For example if the application is seeking to vary certain plans, plans showing all of the proposed changes would be required, but plans relating to other elements of the scheme that are not proposed to change from that originally agreed would not be required, so if a variation of condition was seeking to vary the design of the house on plot 3, but it was to have the same footprint and the same position, the application would only require the elevations and floorplans for plot 3, and there would be no requirement for the elevations or floor plans for other plots within the scheme unless they are also changing and there would be no need for a revised block plan etc unless the position or footprint of the building were also proposed to be altered.

For applications seeking to vary conditions that do not relate solely to plans, there may be a requirement for revised or additional supporting documents, rather than just revised plans, and in many cases even if they are not essential for validation of the application, they may assist the applicant in justifying the proposed change. For example:

- if the application is seeking to **vary the housing mix** to alter the proportion of affordable housing, then in addition to a revised plan annotated to show which plots would have which tenure, it is likely that there would be a requirement for a revised **Housing Statement** along with a **viability statement** (if the reason for the change is based upon viability issues).
- For proposals seeking to **vary or remove agricultural or other rural workers occupancy conditions** a **'Rural Workers dwelling Statement'** would be required prior to the application being validated.
- Variation of Condition Applications seeking to vary the approved physical works on consents for the **'conversion' of buildings**, will require relevant revised drawings, but will also require a revised **Heritage Statement** and **Conversion Specification**, potentially based upon an updated **Structural Survey**.

Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations

The [East Suffolk ArcGIS Mapping system](#) can be used to check whether a proposed application site is within many of the zones and designations referred to in the table below. However, consideration will also need to be given to whether the site is close to/in the setting of Listed Buildings and Conservation Areas etc so applicants/agents are advised to look beyond the site for other features nearby. Some of the features referred to in the table below e.g. trees, significant ground level changes etc are not necessarily mapped, and therefore applicants/agents will also need to check for these on site prior to submitting their application.

Feature/designation	Documents Required (in addition to those that are relevant within the sections above)
If the application site is <u>within or 30m landward</u> of a Coastal Change Management Area (CCMA) (as identified on the Policies Map)	The application must include a Coastal Erosion Vulnerability Assessment .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in Area at Risk of fluvial or tidal Flooding (i.e. Flood Zones 2 or 3). See both Flood map for planning and the East Suffolk district Strategic Flood Risk Assessment (to determine if zone 3a or 3b).	<p>The application must include a Flood Risk Assessment.</p> <p>The level of detail should be proportionate to the scheme and accord with the National Requirements for Flood Risk Assessments and be as detailed in Flood Risk Assessment.</p> <p>Proposals which include dwellings or other vulnerable uses (including dwellings) will also need to be accompanied by at Sequential Test and/or Exception Test.</p>
If there are significant ground level changes/variations on the site or between the site and adjacent land, and/or the works include excavation or building up of earth, the application will need to include:	Full details of existing and proposed levels in the form of a topographical survey and/or cross-sections of the existing and proposed. Any cross sections must be based upon an accurate survey of the site.

<p>If the application site/property is:</p> <ul style="list-style-type: none"> • A listed building, within the curtilage of a Listed building, and/or within the setting of a listed building, • A Scheduled Ancient Monument and/or its setting, • A site identified on the Suffolk Historic Environment Record or within the setting of such a site, • A site known to or thought to contain archaeological remains, • A site within or adjoining a Conservation Area, or • In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a non-designated heritage asset (NDHA). <p>and you are proposing any physical works including:</p> <ul style="list-style-type: none"> • extensions and/or alterations to the building, including to its roof, • constructing new outbuildings, • altering or extending an existing outbuilding, • erection of or alterations to walls, fences, gates and other means of enclosure, • fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage, • installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation 	<p>A Heritage Statement or Impact Assessment is required to validate any application for Planning Permission or Listed Building Consent, affecting a heritage asset and or its setting, including the following:</p> <ul style="list-style-type: none"> - Proposals affecting any Listed building, including development within a curtilage and the setting of a listed building, - Proposals affecting Scheduled Ancient Monument and their setting, (some exceptions apply for householder proposals, and other minor works see below), - Proposals affecting sites identified on the Suffolk Historic Environment Record and their setting, - Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping, - Proposals within or affecting the character or appearance of Conservation Areas (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm), - Proposals involving the demolition or substantial alterations to a building which may be considered as a Non-designated heritage assets » East Suffolk Council
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	<ul style="list-style-type: none"> - All applications where the development is likely to have an impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement. <p>Please note –</p> <ul style="list-style-type: none"> • For planning applications (and/or Listed Building Consent Applications) which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts within or to heritage assets (including Listed Buildings, Conservation Areas and NDHA's), the application will also need to include full and precise Joinery and Window details. works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements. • In some cases an Archaeological Assessment may also be required. <p>Please note – works to/within the curtilage of a Listed Building can also require Listed Building Consent, the application for which has its own requirements.</p>
<p>In an Area of known or suspected archaeological importance, and the proposal includes works at or below ground level.</p> <p>Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:</p> <ul style="list-style-type: none"> • Those which contain or are adjacent to sites of significant record on the Heritage Environmental Record (see link below), 	<p>An Archaeological Assessment will be required.</p> <p>You are advised to check with the Suffolk Archaeological Service - Suffolk County Council, whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.</p>

<ul style="list-style-type: none"> • Are in areas of known high archaeological potential, such as river valleys, and the historic core of settlements, • Any larger sites which by their very nature have greater potential to impact on sites. 	
<p>If the site/property is within a Neighbourhood Plan Area as shown on the online map</p>	<p>There are specific policies within Neighbourhood Plans which require the submission of certain documents e.g. details of any external lighting within dark sky areas.</p> <p>Therefore if the site is within an area covered by a Neighbourhood Plan the applicant/agent should check the policies within the relevant Neighbourhood Plan to see which additional documents are required, and supply those documents with the application.</p>
<p>Any proposal which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), and/ or for any application within or may have an effect on:</p> <ul style="list-style-type: none"> • Special Protection Areas (SPA) including potential SPAs (pSPA) • Special Areas of Conservation (SAC) including candidate SACs (cSAC) • Ramsar sites • Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value) • National and Local Nature Reserves 	<p>An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The CIEEM guidance should be used in relation to the age of surveys that are relied upon.</p> <p>If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications</p>

<ul style="list-style-type: none"> • Roadside Nature Reserves • County Wildlife Sites. <p>These designations are shown on our online GIS system.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Alterations to building of a form that could potentially provide a habitat for roosting bats (e.g. usually an older constructed from timber or brick with an unheated pantiled roof) - Works close to or directly affecting other habitats which may e.g. ponds that may contain newts <p>The East Suffolk ArcGIS mapping system can be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shown on this mapping system, as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal.</p> <p>Biodiversity Net Gain (BNG): All applications should include a Biodiversity Net Gain assessment (calculated using the most up to date version of the national BNG Metric) and a Biodiversity Gain Plan demonstrating how the development delivers net gain. The amount of Biodiversity Gain delivered by a development</p>	<p>received where these are clearly required but have not been undertaken/submitted will generally not be validated.</p> <p>Biodiversity Gain Plan and BNG Metric (including the calculation spreadsheet) prepared by a suitably qualified individual, may also be required.</p>
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<p>should follow published local guidance until such time as a national mandatory level has been set.</p>	
<p>Where 1 or more net new relevant development (dwellings, holiday lets etc), within the 13km RAMS Zone of Influence of Suffolk Coast Habitats Sites consisting of:</p> <ul style="list-style-type: none"> • Special Areas of Conservation (SAC) • Special Protection Areas (SPA) • Ramsar Sites 	<p>Habitat Regulations Assessment (HRA) and RAMS tariff form/payment</p>
<p>If there is a Public Right of Way on or adjoining the application site:</p>	<p>The applicant/agent must mark the definitive route on the Proposed Block Plan/Site Layout Plan. The route must be that shown on the Suffolk County Council Definitive Map, not the route as it appears on the ground (although it can be useful to also indicate that route as well).</p> <p>Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during construction to prevent materials etc from being stored on the route).</p> <p>If the scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.</p>

	Further details explaining why these details are required can be found via Public Rights of Way .
If there are Trees <u>on or overhanging</u> the application site, and/or you have answered yes to question relating to 'Trees and Hedges' on the application form, and you are proposing extensions, new structures, means of enclosure or hardstanding near those trees.	<p>An arboricultural assessment and tree survey will need to be submitted as part of the application.</p> <p>The applicant/agent will also need to ensure that they have considered the impact and sought to mitigate any impacts in the design and layout of the scheme.</p>
<p>If a proposal is</p> <ul style="list-style-type: none"> - likely to impact upon the geodiversity of a site designated for its geodiversity interest. - or - the site is greater than 5Ha in area and within a minerals consultation area, - Or - Within the safeguarding distance of any existing or proposed minerals or waste sites that are safeguarded by the Suffolk Minerals and Waste Local Plan 	A Geodiversity Survey and Assessment Report will be required for all applications seeking outline or full planning permission.
Where a scheme relates to a site known or suspected to be contaminated and/or the use is vulnerable to sources of contamination (including all new dwellings) . Potential contamination may be due to previous uses of the site or adjacent land.	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).

Appendix O: Draft version of “Local Validation Guidance – Chapter 13: Non-Material Amendment Applications”

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)

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Chapter 13: Non-Material Amendment Applications

Introduction

Applications for Non-material amendments can be submitted for relatively small changes to a previously approved consent. By their very nature they must be non-material, that is to say they must not result in a change that would in the judgement of the Local Planning Authority have a material harmful impact upon matters recognised as material planning considerations e.g. residential amenity, visual amenity, parking provision etc.

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.

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 a planning 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.

Applications for non-material amendments should make clear reference to the permission that is sought to be varied. For example:

“Non Material Amendment on DC/22/9999/FUL – Erection of 12 Dwellings”

It can also be useful to indicate what the amendments sought are, but a balance needs to be struck between the usefulness of including this information in the description and the overall length and complexity of the resulting description. For example, this description is far too long and complex:

“Non Material Amendments (swapping ground floor rear windows on plot 3 and 4, side doors replaced with french doors on plots 2, 3, 9, and 11, omission of chimneys on plots 3, 5 and 7, use of brown composite cladding instead of black composite cladding on the gable ends of plots 1 – 3, 7, 8 and 12, and on the front bay windows of plots 2, 4, 6, 8, 10 and 12, use of red blocks instead of concrete slabs on patio areas of all plots and tarmac instead of pavements on parking areas) on DC/22/9999/FUL – Erection of 12 Dwellings”

This form of description would be more appropriate:

“Non Material Amendments (fenestration, chimneys, cladding and hard surfacing) on DC/22/9999/FUL – Erection of 12 Dwellings”

Documents/Drawings to be submitted

Applications for Non-Material Amendments must include the following as a minimum:

- Application Form
- Fee
- A schedule or list of proposed changes,
and
- Plans showing the proposed changes. As with all other applications, the plans must be drawn to scale as detailed within the validation list. The plans/drawings required would be dependent upon the changes proposed. They are likely to include:

- **proposed Block /Site Layout Plans** (e.g. if the position of size of the building is proposed to be altered)
- **proposed elevational drawings.**
- **Proposed Floor Plans** (if the external elevations are changing e.g. altering the size of location of a door, this will also alter the floor plans)

Please note:

- **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.**

Appendix P: Draft version of “Local Validation Guidance – Chapter 14: Applications for the discharge of conditions (also known as approval of matters reserved by condition) or those seeking confirmation of compliance with conditions”

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)

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Chapter 14: Applications for the discharge of conditions (also known as approval of matters reserved by condition) or those seeking confirmation of compliance with conditions

Introduction

Such applications are required when insufficient information has been supplied on the initial planning, listed building, advertisement or Prior Notification application, and the Local Planning Authority has decided it is appropriate to condition the submission of certain details rather than refuse consent on the basis of lack of information.

Therefore, such applications can potentially be avoided if relevant information is supplied upfront with the initial application, although in some cases conditions requiring discharge cannot be entirely avoided as sometimes issues arise during the course of the planning/listed building consent application process and they are not matters that can be resolved during the timeframe of determination of that application.

Some common examples of documents that could be supplied upfront with initial applications for Planning Permission, in order to reduce the potential for pre-commencement conditions to be imposed, include but are not limited to:

- Full and precise details of all external materials including type, brand, colour, finish, bonding pattern etc.
- Construction Management Plan/Method Statement,
- Joinery and Window Details,
- Lighting Assessment/Details of Lighting Schemes,
- Tree Protection Measures,
- Archaeological Assessments

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.

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

Descriptions on applications seeking to discharge conditions or gain approval for matters reserved by a condition on a previous Planning Permission or Listed Building consent should make it clear which conditions the application is seeking approval/discharge of, and on which consent those conditions are. It is also useful if the application description include a word or short phrase summarising the condition, without writing an essay.

For example, a good description would be:

“Discharge of Conditions 3 (Materials), 6 (Landscaping details) and 9 (Surface water drainage) on Planning Permission DC/22/9999/FUL”

Descriptions along the lines of the following two examples should be avoided, as the first example doesn't tell the reader which consent it relates to, and the second example is very long and specifies details etc that should be clear in the documents submitted with the application:

“Discharge of Conditions 3, 6 and 9”

“Discharge of Conditions 3 (Roof (clay pantiles) and wall materials (white render and red brick), rain water goods (black plastic), windows (grey anthracite uPVC with top hung openings on rear windows and sliding sashes on front windows, front (stained oak) and rear doors (grey anthracite uPVC), 6 (Landscaping details s- patios (concrete slabs), driveways (tarmac), pathways (concrete slabs), trees (12 apple, 5 oak and 3 silver birch) and hedges/shrubs (hawthorn, blackthorn and privet) in front and side gardens) and 9 (Surface water drainage pipes and soakaways for driveways, private roads and those roads that are to be adopted) on Planning Permission DC/22/9999/FUL – Erection of 12 Dwellings with 8 double garages, roads and landscaping”

Document/Drawings to be submitted

The information required to be submitted for applications for the discharge of conditions/approval of matters reserved by condition will be dependent upon the nature and requirements of those conditions.

The onus rests with the applicant or their agent for ensuring the information they submit on such application, meets the requirements of the condition (i.e. the details it is specifically asking for) and that those details are acceptable in terms of material planning consideration. Therefore, careful consideration should be given to the details to be submitted and depending upon the nature of the condition specialist technical advice may be advisable from a specialist i.e. for conditions relating to detailing and materials on a listed building, advice from an historic buildings specialist is recommended.

In some instances, reports created by specialist technical specialists may also be required, for example if the condition relate to land contamination, or noise attenuation, and requires the undertaking and submission of details of surveys and/or remediation works etc, they will need to be undertaken by someone with the appropriate technical expertise.

Such applications can be refused by the Local Planning Authority if the details submitted either do not fulfil the requirements of the condition and/or the details submitted are unacceptable in terms of either not mitigating a material planning impact or if those details would result in material harm.

Those seeking confirmation of compliance with conditions will not need to submit anything more than their request in writing along with the application fee.

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Appendix Q: Draft version of “Local Validation Guidance – Chapter 15: Applications made under Regulation 77 of the Habitats Regulations (Appropriate Assessment requirements in relation to permitted development)”

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)

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Chapter 15: Applications made under Regulation 77 of the Habitats Regulations (Appropriate Assessment requirements in relation to permitted development)

Introduction

Such applications are required when proposals that would otherwise be 'Permitted Development', require consideration and assessment under the Conservation of Habitats and Species Regulations (2017) (as amended) (the 'Habitat Regulations').

Paragraph 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) states that the provisions of Schedule 2 of that order (i.e. Permitted Development Rights) only grant general Planning Permission (i.e. don't require specific Planning Permission) for works detailed within the order, subject to the requirements of the Habitats Regulations.

Therefore, if a proposed scheme is considered to have a relevant effect (a Likely Significant Effect) on a Special Protection Area (SPA) or Special Area of Conservation (SAC) then an Appropriate Assessment is required under regulation 77 of the Habitats Regulations. If such an Assessment identifies the need for specific mitigation measures to be secured then the proposal will not be Permitted Development and Planning Permission will be required.

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.

Requirements for such applications

Applications made under Regulation 77 of the Habitats Regulations must:

“(a) give details of the development which is intended to be carried out; and

(b) be accompanied by—

(i) a copy of any relevant notification by the appropriate nature conservation body under regulation 76; and

(ii) any fee required to be paid.”

The Regulations do not specify how or in what form the ‘details of the development which is intended to be carried out’ should be submitted. However, it is in the applicant’s/developer’s interest to ensure that the submitted details/information illustrate what is proposed in a clear and precise manner. Therefore applicants / developers may wish to submit some or all of the following in addition to the copies of any relevant notification by the appropriate nature conservation body:

- A Site Location Plan,
 - Existing and Proposed block/site plans,
 - Existing and Proposed Elevational drawings,
 - Design and Access Statement and/or Planning Statement
 - Any other surveys or assessments that have been undertaken which may assist with understanding the scope of the proposals and their potential impacts including but not limited to Biodiversity and Ecological Assessments (including specific information to inform a Habitats Regulations Assessment), Geodiversity Survey and Assessments, and Topographical Surveys
- And
- any other drawings or documentation required to enable a full understanding of the proposals.

Appendix R: Draft version of “Local Validation Guidance – Chapter 16: Tree Works Applications (i.e. works to trees covered by Tree Preservation Orders or those in Conservation Areas)”

Key

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Chapter 16: Tree Works Applications (i.e. works to trees covered by Tree Preservation Orders or those in Conservation Areas)

Introduction

Such applications are required when you wish to undertake works to protected trees. Protected trees include those covered by [Tree Preservation Order](#) or those within a [Conservation Areas](#). The location of Tree Preservation Orders and Conservation Orders are shown on [Geographic Information System » East Suffolk Council](#).

A Tree Preservation Order (TPO) is an order made by the local planning authority which makes it an offence to cut down, top, lop, uproot, wilfully damage or wilfully destroy a tree without the planning authority's permission. The purpose of a Tree Preservation Order is to protect trees that make a significant impact on their local surroundings. All types of trees can be covered by a Tree Preservation Order, including hedgerow trees, and it can cover anything from a single tree to woodlands.

Trees in a conservation area that are not also protected by a TPO are protected by the provisions in section 211 of the Town and Country Planning Act 1990.

These provisions require people to notify the local planning authority, using a 'section 211 notice' six weeks before carrying out certain work on such trees, unless an exemption applies. The work may go ahead before the end of the six week period if the local planning authority advises that they have no objections. This notice period gives the authority an opportunity to consider whether to make a TPO on the trees.

The Department of Communities and Local Government have produced a leaflet called [Protected Trees: A Guide to Tree Preservation Procedures](#) written for the benefit of tree owners, the general public and amenity groups, and answers some of the most common questions asked about tree preservation procedures. It is for guidance only and is not a statement of law.

Before you apply

You may wish to discuss your needs with a competent arborist before contacting the Local Planning Authority. It may also be beneficial to contact our Arboricultural and Landscape Officers prior to submitting a formal application, for advice on how best to present the proposals and what information to submit. Details can be found on the [Planning Service Contact Us page](#).

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, tree works application 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 being linked to a disabled member of the family, they will not necessarily be redacted from the application description 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.

Requirements for such applications

Applications for works to trees covered by Tree Preservation Orders must include the following in order to be valid:

- A completed [Application Form](#) for works to trees protected by an Order,
- A plan which clearly identifies the tree or trees on which work is proposed,

- Such information as is necessary to clearly specify the work for which consent is sought,
- State the reasons for making the application,
- be accompanied, as applicable, by appropriate evidence describing any structural damage to property or in relation to tree health or safety.

Applications under a Section 211 Notice (i.e. works to trees in Conservation Areas), do not need to be in any particular form. However, it can be useful to use the standard application form for trees protected by an Order, but the Local Authority can not insist upon this. However, the application must include:

- A date of submission,
- A description of the work proposed and include sufficient detail/information to identify the tree or trees,
- Where a number of trees or works are proposed, it should make it clear what work is proposed to which tree,
- A plan is not mandatory but it can be helpful.

Appendix S: Draft version of ““Index to Local Validation List and Guidance and links to other useful associated online information””

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)

Index of Local Validation List and Associated Guidance, and links to other useful associated online information.

This document is provided to assist with finding information within the Local Validation List 2024 and the accompanying Guidance, along with links to other useful information on the East Suffolk Council Website and external websites, including relevant planning policy documents. **However, this should not be seen or used as a definitive index/list of potential sources of information or relevant planning policy or guidance.**

Click on a letter to jump to that section of the Index:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#)
[P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A

Access (vehicular) and dropped kerbs

- Chapter 1: Householder Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Application Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance
- Chapter 9: Applications seeking 'Prior Notification approval for agricultural works and building Application Validation Guidance
- Chapter 10: Applications seeking 'Prior Notification' approval (including those for changes of use, with & without physical works) Application Validation Guidance
- [Standard drawings for vehicular access | Suffolk County Council](#)

Acoustic and Noise

- [Acoustic Report and/or Noise Impact Assessment requirements in the Local Validation List](#)

Advertisement Consent

- Chapter 8: Advertisement Consent Application Validation Guidance

- [Advertisement consent » East Suffolk Council](#)

- [The Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007 \(legislation.gov.uk\) \(As Amended\)](#)

- [National Planning practice guidance - GOV.UK \(www.gov.uk\) – Advertisements](#)

Affordable Housing

- [Affordable Housing \(2022\) Supplementary Planning Document](#)

Local Plans:

- [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\) - Policies for the former Suffolk Coastal Area.](#)
- [East Suffolk Council – Waveney Local Plan \(March 2019\) Polices for the former Waveney Area.](#)

Agricultural and Forestry related applications:

- [Agricultural Diversification Statement requirements in the Local Validation List](#)

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

- **Chapter 9: Agricultural Prior Notification Application Validation Guidance**

- Local Plans:

- [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
- [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Polices for the former Waveney Area.

Air Conditioning

- **Air Source Heat Pumps and Air Conditioning section within Chapter 3: Renewable energy Planning Application Validation Guidance**
- **Noise Impact Assessment and/or acoustic reports in the Local Validation List**

Air Quality

- **Air Quality Assessment requirements in the Local Validation List**
- [Air Quality Management Area \(AQMA\).](#)
- ['Land-Use Planning and Development Control: Planning for Air Quality](#)

- [Planning Practice Guidance: Air Quality Assessments](#)

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Air Quality

Air Source Heat Pumps:

- **Air Source Heat Pumps and Air Conditioning section within Chapter 3: Renewable energy Planning Application Validation Guidance**
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Renewable and Low Carbon Energy

- **Noise Impact Assessment and/or acoustic reports in the Local Validation List**

Amendments:

- **Amendments/Changes Statement requirements in the Local Validation List**
- **Chapter 12: Variation or Removal of Condition Application Validation Guidance**
- **Chapter 13: Non-material Amendment - Application Validation Guidance**
- **Variation of condition Statement/Specification requirements in the Local Validation List**

Amusement Arcades or funfairs

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance

Annexes

- Section within Chapter 1: Householder Planning Application Validation Guidance
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Policies for the former Waveney Area.

Appropriate Assessment:

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Appropriate Assessment

Approval of Matters Reserved by condition

- Chapter 12: Variation and Removal of Condition Application Validation Guidance

Application Fees

- Guidance in the Local Validation List
- [What it costs - How to apply - Planning Portal](#)

Application forms

- requirements in the Local Validation List
- Submit application forms online [Planning applications - Planning applications - Planning Portal](#)
- [Find and download paper forms - Paper Forms - Planning Portal](#)

Arboricultural

- Arboricultural Assessment and Tree Survey requirements in the Local Validation List
- Also see [Trees](#)

Archaeology

- Archaeological Assessment requirements in the Local Validation List
- [Archaeological Service - Suffolk County Council](#)

Article 4 Directions

[Article 4 Directions » East Suffolk Council](#)

Asbestos

[Asbestos: The survey guide \(hse.gov.uk\)](#)

Assets of Community Value

- [Assets of Community Value](#)
- Also see [Community Assets, Facilities and Uses](#)

B

Bakery

- See Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Balcony

- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- [Find out if you need planning permission » East Suffolk Council](#)

Banks/Building Society

- See Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Banners

- Chapter 8: Advertisement Consent Application Validation Guidance

Bathymetric/ Hydrographical Survey

- Bathymetric/ Hydrographical Survey requirements in the Local Validation List

Beauty Salons

- See Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Before Submitting an application

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Before Submitting an application
- [Before submitting a planning application » East Suffolk Council](#)

Betting Office

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing unit s– Application Validation Guidance

Biomass Boilers

- Biomass Boilers section within Chapter 3: Renewable energy Planning Application Validation Guidance
- Biomass Boiler Form requirements in the Local Validation List
- Biomass boiler information request » East Suffolk Council
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Renewable and Low Carbon Energy

Block/Site Plans

- Block /Site Layout Plan requirements in the Local Validation List

Biodiversity and Ecology:

- [Association of Local Government Ecologists \(alge.org.uk\)](#)
- Biodiversity and Ecological Assessments requirements in the Local Validation List
- Biodiversity Net Gain:

- [Biodiversity net gain: exempt developments - GOV.UK \(www.gov.uk\)](#)
- [Calculate biodiversity value with the statutory biodiversity metric - GOV.UK \(www.gov.uk\)](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Biodiversity net gain
- [Statutory biodiversity metric tools and guides - GOV.UK \(www.gov.uk\)](#)
- [Understanding biodiversity net gain - GOV.UK \(www.gov.uk\)](#)
- [Ecology » East Suffolk Council](#)
- Strategy/Information requirements in the Local Validation List
- [Chartered Institute of Ecology and Environmental Management \(CIEEM\)](#)
- [CIEEM guidance](#)
- [Ecology » East Suffolk Council](#)
- [Habitat mitigation \(RAMS\) » East Suffolk Council](#)
- Chapter 15: Habitat Regulation 77 Applications - Application Validation Guidance
- [Natural England - GOV.UK \(www.gov.uk\)](#)

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Appropriate Assessment (Guidance on the use of Habitats Regulations Assessment)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) Natural Environment
- Recreational Disturbance Avoidance and Mitigation Strategy:
 - [Recreational Disturbance Avoidance and Mitigation Strategy \(2021\) Supplementary Planning Guidance](#)
 - [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\) page on the ESC website](#)
- [Suffolk Biodiversity Information Service \(suffolkbis.org.uk\)](http://suffolkbis.org.uk)
- [Suffolk Biodiversity Validation Checklist | Suffolk Biodiversity Information Service \(suffolkbis.org.uk\)](#)
- [Suffolk Wildlife Trust](#)

Bins

- see [Refuse](#)

Bridleways

- see Public Rights of Way in the Local Validation List

Brownfield Land

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Brownfield Land

- [Brownfield land register » East Suffolk Council](#)

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Natural Environment

Building Control / Building Regulations

- [Building Control / Building Regulations at East Suffolk Council](#)
- [The Building Regulations 2010 \(legislation.gov.uk\)](http://legislation.gov.uk)

Building Heights

- Building Heights /Number of Storeys Plan requirements in the Local Validation List

C

Café

- See Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance
- Noise Impact Assessments in the Local Validation List

Camping and caravan sites

- See Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Carports and Cart lodges

- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- [Find out if you need planning permission » East Suffolk Council](#)

Car Repairs – use of sites for

- See Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

CCTV:

- Chapter 1: Householder Planning Application Validation Guidance

- Chapter 4: Listed Buildings Consent Application Validation Guidance

- Guidance is also provided within each relevant subsection of both:

- Chapter 6: Planning Applications for new dwellings and/or residential care facilities

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.

Certificate of Lawfulness:

See various sections within Chapter 11 of the Validation Guidance:

- Introduction within Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- Physical works which have already been undertaken were either not 'development' or were Permitted Development - Application Validation Guidance
- Physical works which have already been undertaken were completed sufficient time ago to have become lawful - Application Validation Guidance

- An existing use in its current form is lawful because it was either not development or it was Permitted Development to change to that use - Application Validation Guidance
- An existing use commenced and has been continuous for sufficient time as to have become lawful/immune from action - Application Validation Guidance
- Proposed physical works are either not development or are Permitted Development - Application Validation Guidance
- A proposed use is either not development or it would be Permitted Development - Application Validation Guidance

Changes of Use

See various sections within the Validation Guidance:

- Change of use of buildings without physical works - Planning Application Validation Guidance
- Change of use of buildings with physical works i.e. Conversions - Planning Application Validation Guidance
- Change of use of land - Planning Application Validation Guidance
- From commercial uses - Planning Application Validation Guidance
- To commercial uses - Planning Application Validation Guidance

- From Community uses - Planning Application Validation Guidance
- To Community uses - Planning Application Validation Guidance
- To Dwellings - Planning Application Validation Guidance
- To add to existing residential curtilages and/or gardens - Planning Application Validation Guidance
- Prior Notification Validation Guidance
- [Town and Country Planning \(Use Classes\) Order 1987 \(as amended\)](#)
- [Guidance on Use Classes on the Planning Portal Website](#)
- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Polices for the former Waveney Area.

Chimneys and Flues

- Chapter 1: Householder Planning Application Validation Guidance
- Chapter 4: Listed Building Application Validation Guidance

Cinemas / Theatres

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing unit s– Application Validation Guidance

Cladding

- [Find out if you need planning permission » East Suffolk Council](#)
- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- Chapter 4: Listed Buildings Consent Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance

Climate Change

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Climate Change
- Also see [Coastal Change](#), [Flood Risk](#) and [Sustainable Construction](#)

Coastal Change:

- [Coastal Erosion Vulnerability Assessment requirements in the Local Validation List](#)
- [Development and Coastal Change Supplementary Planning Document](#)
- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies SCLP9.3 (Coastal Change Management Area) and SCLP 9.4 (Coastal Change Rollback or Relocation) of for the former Suffolk Coastal Area;
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Policy WLP8.25 (Coastal Change Management Area) for the former Waveney Area
- [National Planning Policy Framework \(NPPF\)](#) – section 14 (Flood Risk and Coastal Change)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Flood Risk and Coastal Change

- [Planning and development: Marine licences - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Colleges

- See section on Education Uses within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units
Application Validation Guidance

Commercial:

- Chapter 7: Creation of commercial floorspace and/or uses – Planning Application Validation Guidance
- Chapter 7: Loss of community floorspace and/or uses – Planning Application Validation Guidance
- Chapter 10: Prior Notification for changes to/from commercial uses – Application Guidance
- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Polices for the former Waveney Area.

Commenting on Applications

- [Commenting on a planning application](#)

Community Assets, Facilities and Uses

- [Community Assets on ESC Website](#)
- [Community Facilities Justification Statement requirements in the Local Validation List](#)
- Chapter 7: Creation of community uses, floorspace and/or facilities – Planning Application Validation Guidance
- Chapter 7: Loss of community uses, floorspace and/or facilities – Planning Application Validation Guidance
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk) – Open Space, sports and recreational facilities, public rights of way and local green space.
- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Polices for the former Waveney Area.

Community Consultation

- [Commenting on a planning application](#)

- [Community Consultation Statement / Statement of Community Involvement requirements in the Local Validation List](#)

Community Infrastructure Levy (CIL)

- [CIL and s106 advice service » East Suffolk Council](#)
- [Form 1: Additional Information](#)
- [Form 2: Assumption of liability](#)
- [relief or exemption claim forms](#)

- [Community Infrastructure Levy \(CIL\) – requirements in the Local Validation List](#)

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Community Infrastructure Levy

Conditions

- [Chapter 14: Discharge of Conditions - Application Validation Guidance](#)
- [Chapter 12: Variation / Removal of Condition Application Validation Guidance](#)
- [Variation of condition Statement/Specification requirements in the Local Validation List](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Flexible options for planning permissions

Conservation Areas

- [Article 4 Directions » East Suffolk Council](#)
- [Conservation area appraisals » East Suffolk Council](#)
- [Conservation areas » East Suffolk Council](#)
- View the location and extent of Conservation Areas via [East Suffolk ArcGIS Mapping system](#)

Conservatories

- [Chapter 1: Householder Planning Application Validation Guidance – section on extensions](#)
- [Chapter 2: Householder Prior Notification Applications](#)
- [Chapter 4: Listed Building Application Validation Guidance](#)
- [Chapter 11: Applications seeking Certificates of Lawfulness \(Existing or Proposed\) of the Validation Guidance](#)
- [Find out if you need planning permission » East Suffolk Council](#)

Construction management

- [Construction Management Plan / Method Statement requirements in the Local Validation List](#)
- [Dust Assessment requirements in the Local Validation List](#)

Contamination

- [Asbestos: The survey guide \(hse.gov.uk\)](#)
- [Contaminated land » East Suffolk Council](#)
- [CL-Advice-Note-1.pdf \(eastsuffolk.gov.uk\)](#)
- [Contaminated Land Assessment/Land Contamination Questionnaire requirements in the Local Validation List](#)
- [Contaminated land: Overview - GOV.UK \(www.gov.uk\)](#)
- [Environmental Protection Act 1990: Part 2A - Contaminated Land Statutory Guidance \(publishing.service.gov.uk\)](#)
- [East Suffolk Council Contaminated Land Strategy and Public register](#)
- [Land-contamination-questionnaire.pdf \(eastsuffolk.gov.uk\)](#)
- [Land contamination risk management \(LCRM\) - GOV.UK \(www.gov.uk\)](#)
- [Land contamination risk management \(LCRM\) - GOV.UK \(www.gov.uk\)](#)

- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Land affected by contamination

Conversions:

- [Conversion Specification requirements in the Local Validation List](#)
- [Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance](#)
- [Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units - Application Validation Guidance](#)
- [Chapter 10: Prior Notification Application Validation Guidance](#)
- [Structural Survey requirements in the Local Validation List](#)
- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Polices for the former Waveney Area.

Crime Prevention

- [Crime Prevention Statement requirements in the Local Validation List](#)

Cross Sections

- [requirements in the Local Validation List](#)

Custom and Self Build Housing

- [Supplementary Planning Documents and other guidance » East Suffolk Council](#)
- [Custom and Self Build Delivery Statement requirements in the Local Validation List](#)
- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Policies for the former Waveney Area.

Cycling and Walking

- [East Suffolk Cycling and Walking Strategy » East Suffolk Council](#)
- [East Suffolk Healthy Environments Supplementary Planning Document \(expected to be adopted later in 2024\)](#)

- [Active Travel England: planning application assessment toolkit - GOV.UK \(www.gov.uk\)](#)
- Also see [Rights of Way:](#)

D

Day Centres / Creche / Nurseries

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance

Daylight

- [Daylight/Sunlight Assessment requirements in the Local Validation List](#)

Decking

- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- [Find out if you need planning permission » East Suffolk Council](#)

Dentists

- See section on medical uses within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units
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Design

- [Area Specific Supplementary planning guidance](#)
- Design and Access Statement
 - requirements in the Local Validation List
 - [Making an application - GOV.UK \(www.gov.uk\)](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Design: Process and tools
- [Site Specific Design guides and Development Briefs](#)
- [Suffolk Design: Streets Guide - Suffolk County Council](#)

Developer Contributions

- [Developer Contributions – details on ESC website](#)

Development Plan

- [Local Plans](#)

- [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#)
- [East Suffolk Council – Waveney Local Plan \(March 2019\)](#)
- [East Suffolk Council - Policies Map](#)
- [Suffolk Minerals and Waste Local Plan](#)
- [Neighbourhood Plans](#)

Directional Signs

- Chapter 8: Advertisement Consent Application Validation Guidance

Discharge of condition

- Chapter 14: Applications for the discharge of conditions (also known as approval of matters reserved by condition) or those seeking confirmation of compliance with conditions

Doctors Surgery

- See section on medical uses within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units
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Dog Grooming

- See Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Doors

- Chapter 1: Householder Planning Application Validation Guidance – section on alterations and extensions
- Chapter 4: Listed Building Consent Application Validation Guidance
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- Joinery and Window Detail requirement in the Local Validation List

Draft Heads of Terms

- Draft Heads of Terms requirements in the Local Validation List

Drainage

- Sustainable Drainage Strategy requirements in the Local Validation List
- Foul Drainage Assessment requirements in the Local Validation List

- [Guidance on development and flood risk - Suffolk County Council](#) (Sustainable Drainage)
- [Suffolk Local Flood Risk Management Strategy](#)
- Also see [Flood Risk](#) and [Sustainable Construction](#)

Drawings

- requirements in the Local Validation List
 - Block Plan/Site Layout Plan
 - Building Heights / Number of Storeys Plans
 - Cross Sections
 - Dwelling Sizes and Tenure Plan/Schedule
 - Elevational Plans
 - Floor Plans
 - Hydrographical / Bathymetric Survey requirements in the Local Validation List
 - Isometric Drawings/Virtual 3-Dimensional Modelling
 - Joinery and Window Details
 - Roof Plans
 - Site Location Plan

- Streetscene

- Structural Survey

Dropped Kerbs and Vehicular Access

- Chapter 1: Householder Planning Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units
- Chapter 9: Applications seeking 'Prior Notification approval for agricultural works and building
- Chapter 10: Applications seeking 'Prior Notification' approval (including those for changes of use, with & without physical works)
- [Standard drawings for vehicular access | Suffolk County Council](#)
- Also see [Parking:](#)

Dust

- Construction Management in the Local Validation List
- Dust Assessment requirements in the Local Validation List

Dwellings:

- Chapter 1: Extensions and alterations to existing dwellings – Planning Application Validation Guidance
- Chapter 6: New Build dwellings - Planning Application Validation Guidance
- Chapter 6: Change of use to dwelling - Planning Application Validation Guidance
- Various sections within Chapter 10: Prior Notification Application Validation Guidance
- Sizes and Tenure Plan/Schedule requirements in the Local Validation List
- Also see [Homes and housing:](#)

E

East Suffolk Land Ownership:

- View the location and extent via [East Suffolk ArcGIS Mapping system](#)
- [Asset management » East Suffolk Council](#)

Ecology

- see [Biodiversity and Ecology:](#)

Education:

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk) Healthy and Safe Communities
- See section on educational uses within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Equestrian

- See the section within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance

Electrical outlets/upstands for recharging vehicles

- Chapter 1: Householder Planning Application Validation Guidance
- Chapter 4: Listed Buildings Consent Application Validation Guidance
- See guidance on physical works within relevant use/type of proposal section within Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance

- See guidance on physical works within relevant use/type of proposal section within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Elevational Plans

- requirements in the Local Validation List

Employment, Retail and Town Centres

- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Polices for the former Waveney Area.
- Also see [Retail, Warehousing and distribution](#)

Energy and energy efficiency

- Energy Statement requirements in the Local Validation List
- [M4\(2\) checklist.](#)
- [National infrastructure and energy projects » East Suffolk Council](#)

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Climate Change

Environmental Impact Assessment

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Environmental Impact Assessment
- [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017 \(legislation.gov.uk\)](http://legislation.gov.uk)

- requirements in the Local Validation List

Estate Agents

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units
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Extensions and alterations

- Planning Application Validation Requirements:
 - To existing dwellings
 - To commercial uses
 - To community uses
- Prior Notification Application Validation Requirements
 - To existing dwellings

- To form new dwellings
- To commercial uses

External Lighting

- Chapter 1: Householder Planning Applications
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units
- Biodiversity and Ecological Assessments in the Local Validation List
- Lighting Assessment/ Details of Lighting Scheme in the Local Validation List

Extraction, ventilation and/or large refrigeration equipment

- See [Ventilation/extract equipment and/or large refrigeration equipment](#)

F

Fascia Signs

- Chapter 8: Advertisement Consent Application Validation Guidance
- Chapter 4: Listed Building Consent Application Validation Guidance

Fees

- [Guidance in the Local Validation List](#)
- [What it costs - How to apply - Planning Portal](#)
- [A Guide to the Fees for Planning Applications in England \(planningportal.co.uk\)](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Fees for planning applications
- [The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) \(Amendment\) Regulations 2023 \(legislation.gov.uk\)](#)

Fences, walls, gates or other means of enclosure:

- Chapter 1: Householder Planning Application Validation Guidance Validation Guidance

- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance
- Chapter 11: Certificate of Lawfulness Validation Guidance

Financial Services

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing unit s– Application Validation Guidance

First Homes:

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – First homes

Flags

- Chapter 8: Advertisement Consent Application Validation Guidance

Flood Risk

- [Designation of 'main rivers': guidance to the Environment Agency - GOV.UK \(www.gov.uk\)](#)
- [East Suffolk District Strategic Flood Risk Assessment](#)
- [Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](#)
- [Flood risk assessments if you're applying for planning permission - GOV.UK \(www.gov.uk\)](#)
- [Flood risk assessment in flood zone 1 and critical drainage areas - GOV.UK \(www.gov.uk\)](#)
- [Flood risk assessment in flood zones 2 and 3 - GOV.UK \(www.gov.uk\)](#)
- [Flood risk assessment: the sequential test for applicants - GOV.UK \(www.gov.uk\)](#)
- Flood Risk Assessment requirements in the Local Validation List
- Flood Risk Sequential and Exception Tests requirements in the Local Validation List
- [Guidance on development and flood risk - Suffolk County Council](#)
- [National Planning Policy Framework \(NPPF\) – section 14 \(Flood Risk and Coastal Change\)](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\) – Flood Risk and Coastal Change](#)
- [Preparing a flood risk assessment: standing advice - GOV.UK \(www.gov.uk\)](#)
- Sustainable Drainage Strategy requirements in the Local Validation List
- [Suffolk Local Flood Risk Management Strategy](#)
- Also see [Drainage](#), and [Sustainable Construction](#)

Floor Plans

- requirements in the Local Validation List

Flues and Chimneys

- Chapter 1: Householder Planning Application Validation Guidance
- Chapter 3: Listed Building Consent Validation Guidance

Food Processing

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions

to/from such uses, extensions and alterations to existing units
 Application Validation Guidance

Footpaths –

- [see Public Rights of Way in the Local Validation List](#)

Forestry and Agricultural related applications:

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units - Application Validation Guidance
- Chapter 9: Applications seeking Prior Notification Approval for agricultural works and buildings – Application Validation Guidance.

Foul Drainage

- [Planning Practice Guidance: Water supply, wastewater and water quality - GOV.UK \(www.gov.uk\)](#)
- [Foul Drainage Assessment requirements in the Local Validation List](#)
- Chapter 1: Householder Planning Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units

G

Garages

- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- [Find out if you need planning permission » East Suffolk Council](#)

Garden Centres

- See retail sections within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Gates, Fences, walls or other means of enclosure

- Chapter 1: Householder Planning Application Validation Guidance

- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance
- Chapter 11: Certificate of Lawfulness Validation Guidance

Geodiversity and Geology

- Geodiversity Survey and Assessment Report requirements in the Local Validation List
- [Geology – Suffolk & Essex Coast & Heaths National Landscape \(coastandheaths-nl.org.uk\)](http://coastandheaths-nl.org.uk)
- geosuffolk.co.uk
- Mapping system showing - [East Suffolk ArcGIS Mapping system](#) minerals consultation areas, SSSIs etc

GIS System

- [Geographical Information System on ESC website](#)

Glamping sites

- Section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings,

conversions to/from such uses, extensions and alterations to existing units - Application Validation Guidance

Glint and Glare

Glint and Glare Assessment requirements in the Local Validation List

Green Infrastructure and Green Space:

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Natural Environment
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Open Space, sports and recreational facilities, public rights of way and local green space.

Greenhouses

- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- [Find out if you need planning permission » East Suffolk Council](#)

Ground level changes

- Chapter 1: Householder Planning Application Validation Guidance

- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance
- Topographical Survey requirements in the Local Validation List

Ground Source Heat Pumps

- Chapter 3: Renewable Energy Planning Application Validation Guidance

H

Habitat Regulations

- Chapter 15: Habitat Regulation 77 Applications - Application Validation Guidance
- Habitat Regulation Assessment
- Habitat Regulation Assessment (HRA) and Recreational Disturbance Mitigation Strategy (RAMS)(tariff form/payment in the Local Validation List

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Appropriate Assessment (Guidance on the use of Habitats Regulations Assessment)

Hairdressers

- Chapter 7: creation of business, commercial and/or retail floorspace or use of land for such purposes - Application Validation Guidance

Hanging signs

- Chapter 8: Advertisement Application Validation Guidance

Hard standing (i.e. for driveways)

- Chapter 1: Householder Planning Application Validation Guidance

Healthy Communities and Environments

- [About Public Health in Suffolk - Suffolk County Council](#)
- [East Suffolk Cycling and Walking Strategy » East Suffolk Council](#)
- [Health Impact Assessment in the Local Validation List](#)
- Health Environments - [Supplementary Planning Documents and other guidance » East Suffolk Council](#)
- [Health Impact Assessment in spatial planning - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- [HUDU Rapid HIA Tool October 2019 \(healthyurbandevelopment.nhs.uk\)](https://healthyurbandevelopment.nhs.uk)
- [Open-Spaces-Assessment.pdf \(eastsuffolk.gov.uk\)](https://eastsuffolk.gov.uk)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk) Healthy and safe communities
- [Play spaces » East Suffolk Council](#)
- [Public health profiles - OHID \(phe.org.uk\)](https://phe.org.uk)
- [Suffolk Observatory – Welcome to the Suffolk Observatory](#)

Heating Fuel tanks

- [Chapter 1: Householder Planning Application Validation Guidance](#)
- [Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance](#)
- [Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance](#)

Hedges

- [Hedgerows Regulations » East Suffolk Council](#)

- [High hedges » East Suffolk Council](#)

Heritage and Historic Environment

- [Archaeological Assessment in the Local Validation List](#)
- [Heritage » East Suffolk Council](#)
- [Heritage Statement or Impact Assessment in the Local Validation List](#)
- Historic England - [Adapting Traditional Farm Buildings](#)
- Historic England - [General Advice on Historic Building Maintenance, repair and conservation](#)
- Historic England - [Looking After Historic Buildings](#)
- Historic England – [General Advice on Planning](#)
- Historic England - [Search the List - Find listed buildings, monuments, battlefields and more | Historic England](#)
- [Historic Environment Supplementary Planning Document \(2021\)](#)
- [Historic Parks and Gardens » East Suffolk Council](#)
- [Listed buildings » East Suffolk Council](#)
- [Non-designated heritage assets » East Suffolk Council](#)

- [Planning \(Listed Buildings and Conservation Areas\) Act 1990 \(legislation.gov.uk\)](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) Historic Environment
- [Scheduled Ancient Monument](#)
- [Suffolk Archaeological Service - Suffolk County Council](#)
- [Suffolk Historic Environment Record](#)

Historic Parks and Gardens:

- [Historic Parks and Gardens » East Suffolk Council](#)
- [Local List of Parks/Gardens of Historic and Landscape Interest » East Suffolk Council](#)
- Locally Listed - View the location and extent of via [East Suffolk ArcGIS Mapping system](#)
- [National Register of Parks/Gardens of Special Historic Interest » East Suffolk Council](#)
- National Historic Listed - View the location and extent via [East Suffolk ArcGIS Mapping system](#)

Highway and transport related:

- Dropped Kerbs / Access – Planning Application Validation Guidance:

- Chapter 1: Householder Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance

- [Standard drawings for vehicular access | Suffolk County Council](#)

- Parking Layout Plans requirements in the Local Validation List

- Transport Statement of Assessment requirements in the Local Validation List

- Travel Plan requirements in the Local Validation List

Homes and housing

- [Affordable Housing \(2022\) Supplementary Planning Document](#)

- Change of use to dwelling:

- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new

buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance

- Chapter 10: Applications seeking Prior Notifications Approval (including those for changes of use, with & without physical works) – Application Validation Guidance
- Custom and Self-building housing - [Supplementary Planning Documents and other guidance » East Suffolk Council](#)
- Extensions and alterations to existing dwellings
 - Chapter 1: Householder Planning Application Validation Guidance
 - SPG16 in [Supplementary Planning Documents and other guidance » East Suffolk Council](#)
- Holiday Homes – see the section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance
- Houses in multiple occupation (HMOs) – similar requirements to dwellings, see Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- Housing Statement requirements in the Local Validation List
- [Housing in Clusters and Small Scale Residential Development in the Countryside \(2022\) Supplementary Planning Document](#)
- New Build dwellings see Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- [Planning policy for traveller sites - GOV.UK \(www.gov.uk\)](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) Housing and economic land availability assessment
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) Housing needs of different groups
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) Housing for older and disabled people
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) Housing: optional technical standards
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) Housing supply and delivery
- Prior Notification Application Validation Guidance – see Chapter 10: Applications seeking Prior Notifications Approval (including those for changes of use, with & without physical works) – Application Validation Guidance
- Rural Housing:

- [Housing in Clusters and Small Scale Residential Development in the Countryside \(2022\) Supplementary Planning Document](#)
- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Rural Housing
- [Rural Workers Dwelling Statement in the Local Validation List](#)
- [Self build and custom housing - Planning practice guidance - GOV.UK \(www.gov.uk\)](#)

Horses/ Equestrian

- See the relevant section within [Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units - Application Validation Guidance](#)

Householder Planning Applications

See the sections in Chapter 1 of the Validation Guidance:

- [Planning Application Validation Guidance Introduction Page](#)
- [Extension\(s\) and/or alterations to the dwellinghouse](#)
- [Outbuilding\(s\)](#)

- [Annexes](#)
- [Swimming pools or other pools or ponds](#)
- [Domestic heating fuel tanks](#)
- [Renewable Energy Equipment](#)
- [Flue or Chimney](#)
- [Satellite Dishes and/or CCTV](#)
- [Walls, Fences, gates or other means of enclosure](#)
- [Hard Surfacing](#)
- [Vehicular Accesses and Dropped Kerbs](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extensions to the curtilage / garden](#)

Householder Prior Notifications

See the sections in Chapter 2 of the Validation Guidance:

- [Chapter 2: Larger rear extensions – Planning Application Validation Guidance](#)
- [Chapter 2: Upwards extensions – Planning Application Validation Guidance](#)

Housing Statement

- [Housing Statement requirements in the Local Validation List](#)

How to submit a Planning or Planning related Application

- [How to submit a Planning Application page of the East Suffolk Council Website](#)

Hydrological/Bathymetric Survey

- [Hydrographical / Bathymetric Survey requirements in the Local Validation List](#)

Isometric Drawings/Virtual 3-Dimensional Modelling

[Guidance in the Local Validation List](#)

Joinery and Window Details

[Joinery and Window Detail requirement in the Local Validation List](#)

No relevant references starting with K

Land Contamination

- See [Contamination](#)

Land Stability:

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Land stability
- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#)

Landscape and Landscaping:

- [British Association of Landscape Industries \(bali.org.uk\)](#)
- [East Suffolk Council – Suffolk Coastal Landscape Character Assessment](#)
- [Settlement-Fringe-Landscape-Sensitivity-Study.pdf \(eastsuffolk.gov.uk\)](#)
- [Guidelines for Landscape and Visual Impact Assessment \(GLVIA3\) - Landscape Institute](#)
- [Historic Landscape Characterisation: a Tool for Understanding and Managing Whole Areas | Historic England](#)
- [Landscape and seascape character assessments - GOV.UK \(www.gov.uk\)](#)

- [Landscaping and Visual Impact Assessment requirements in the Local Validation List](#)
- [Landscaping Masterplan, Landscape Strategy and/or full landscaping details requirements in the Local Validation List](#)
- [National Planning Policy Framework](#) – Section relating to Conserving and enhancing the natural environment
- [National Planning Policy Guidance](#) – Natural Environment
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Natural Environment
- [Suffolk Coast and Heaths Area of Outstanding Natural Beauty – Touching the Tide Landscape Character Assessment](#) (Area of Outstanding Natural Beauty now known as Suffolk & Essex Coast & Heaths National Landscape)
- [Suffolk Landscapes - Countryside Environment Service](#)

Lawful Development Certificates:

See the sections in Chapter 11 of the Validation Guidance:

- [Physical works which have already been undertaken were either not ‘development’ or were Permitted Development - Application Validation Guidance](#)

- [Physical works which have already been undertaken were completed sufficient time ago to have become lawful - Application Validation Guidance](#)
- [An existing use in its current form is lawful because it was either not development or it was Permitted Development to change to that use - Application Validation Guidance](#)
- [An existing use commenced and has been continuous for sufficient time as to have become lawful/immune from action - Application Validation Guidance](#)
- [Proposed physical works are either not development or are Permitted Development - Application Validation Guidance](#)
- [A proposed use is either not development or it would be Permitted Development - Application Validation Guidance](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) Lawful Development Certificates

Legal Agreements and Planning obligations:

- [see Draft Heads of Terms in the Local Validation List](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Planning Obligations
- [Developer contributions » East Suffolk Council](#)

Leisure

- [Leisure / Retail Impact Assessment requirements in the Local Validation List](#)
- Also see [Community Assets, Facilities and Uses](#), [Open Space](#): and [Sport and Recreation](#).

Library

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance

Light

- [Artificial light in the environment: policy update \(publishing.service.gov.uk\)](#)
- [Daylight/Sunlight Assessment requirements in the Local Validation List](#)
- [Guidance Note 1 for the reduction of obtrusive light 2021 | Institution of Lighting Professionals \(theilp.org.uk\)](#)
- [Lighting Assessment / Details of Lighting Scheme requirements in the Local Validation List](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – light pollution

- Also see [External Lighting](#)

Light Industry

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance

Listed Buildings

- [Listed buildings » East Suffolk Council](#)
- View the location and extent of Conservation Areas via [East Suffolk ArcGIS Mapping system](#)
- Listed Building Consent - Application Validation Guidance
 - Introduction
 - Extension(s) and/or alterations
 - Outbuildings
 - Renewable Energy
 - Satellite Dishes and CCTV
 - Walls, fences, gates and other means of enclosure
 - Vehicle charging points

Local Plans

- [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#)
- [East Suffolk Council – Waveney Local Plan \(March 2019\)](#)
- [Policies Map](#)
- [Local plan evidence base » East Suffolk Council](#)

Local Validation List

LPG heating fuel tanks

- Chapter 1: Householder Planning Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units

M

M4(2)

[M4\(2\) checklist](#)

Manufacturing

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units– Application Validation Guidance

Mapping system

- [East Suffolk ArcGIS Mapping system](#)

Marine Management Organisation (MMO)

- [Marine Management Organisation -Planning and development: Marine Licences](#)

Marketing

Marketing Assessment requirements in the Local Validation List

Minerals

- [SCC Minerals Local Plan](#)

- View the extent of Mineral Consultation Areas via [East Suffolk ArcGIS Mapping system](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Minerals

Models

- [Physical Models in the Local Validation List](#)
- [Virtual 3D models in the Local Validation List](#)

MOT Centres

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance

Museums

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance

N

National Planning Policy and Guidance:

- [National design guide - GOV.UK \(www.gov.uk\)](#)
- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#)
- [National Planning Policy Guidance \(NPPG\) –Environmental Impact Assessment](#)

Natural England

- [Natural England - GOV.UK \(www.gov.uk\)](#)

Neighbourhood Plans

- [Neighbourhood Plans](#)

Noise

- [Environmental protection » East Suffolk Council](#)
- [Noise Impact Assessment and/or Acoustic Report requirements in the Local Validation List](#)
- [Noise impact assessments involving calculations or modelling - GOV.UK \(www.gov.uk\)](#)
- [Noise Policy Statement for England](#)

- [Nuisance smells: how councils deal with complaints - GOV.UK \(www.gov.uk\)](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Noise
- [ProPG: Planning & Noise – New Residential Development: Main Guidance](#)

Non-Designated Heritage Assets

- [Non-designated heritage assets » East Suffolk Council](#)

Non-material Amendment

- [Chapter 13: Non-Material Amendment Applications - Application Validation Requirements Guidance](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Flexible options for planning permissions

Nurseries

- Nursery (Children) - See section on educational uses within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Nursery (Plants) –

- See section on retail uses within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance
- See Agricultural and horticultural uses within Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

O

Odour

- [Institute of Air Quality Management Guidance on the assessment of odour for planning](#)
- [Nuisance smells: how councils deal with complaints - GOV.UK \(www.gov.uk\)](#)
- [Odour Assessments requirements in the Local Validation List](#)
- See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings,

conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Oil heating fuel tanks

- Chapter 1: Householder Planning Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance

Open Space:

- [East Suffolk Healthy Environments Supplementary Planning Document \(expected to be adopted later in 2024\)](#)
- [Guidance for Outdoor Sport and Play | Fields in Trust](#)
- [Open Space Assessment requirements in the Local Validation List](#)
- [Open-Spaces-Assessment.pdf \(eastsoffolk.gov.uk\)](#)
- [Open space, sports and recreation facilities, public rights of way and local green space - GOV.UK \(www.gov.uk\)](#)

- [Play spaces » East Suffolk Council](#)

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Open Space, sports and recreational facilities, public rights of way and local green space.
- [Planning for sport | Sport England](#)

Outbuildings

- Chapter 1: Householder Planning Application Validation Guidance – section relating to outbuildings
- Chapter 4: Listed Building Application Validation Guidance
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance

Ownership Certificates

- [Application Forms requirements in the Local Validation List](#)

P

Parking:

- [Block/ Layout Plans requirements in the Local Validation List](#)

- [Parking Layout Plans requirements in the Local Validation List](#)
- [Parking guidance - Suffolk County Council](#)
- [Suffolk Design: Streets Guide - Suffolk County Council](#)

Permitted Development

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Section on When is permission required?

Phasing

- [Phasing Plan / Schedule requirements in the Local Validation List](#)

Places of Worship

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance

Planning Committee:

- Committee Reports
 - [Planning Committee North](#)
 - [Planning Committee South](#)
 - [Strategic Planning Committee](#)

- Geographical Areas covered by the North and South Planning Committees - View the location and extent via [East Suffolk ArcGIS Mapping system](#)
- [Speaking at Planning Committee](#)

Planning Obligations and Legal Agreements:

- [see Draft Heads of Terms in the Local Validation List](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Planning Obligations
- [Developer contributions » East Suffolk Council](#)

Planning Portal

- [Planning Portal](#)

Planning Service Contact Details

[Planning Service Contact Us page](#)

Planning Statements

- [Planning Statement requirements in the Local Validation List](#)

Plans – see [Drawings](#)

Policies Map

- [Policies Map](#)

Ponds and other pools

- Chapter 1: Householder Planning Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance

-

Porch

- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- Chapter 4: Listed Building Application Validation Guidance
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- [Find out if you need planning permission » East Suffolk Council](#)

Professional Services

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance

Prior to Submitting an application:

- [Before submitting a planning application](#)
- [Pre-application Advice Service](#)

Prior Notification Applications:

- Chapter 2: Householder Prior Notifications – Application Validation Guidance
- Chapter 9: Prior Notifications for Agricultural and Forestry Development – Application Validation Guidance
- Chapter 10: Applications seeking Prior Notifications Approval (including those for changes of use, with & without physical works) – Application Validation Guidance

Privacy Statement

- [Privacy Statement](#)

Public Access

- [Public Access](#)

Public Halls

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units – Application Validation Guidance

Public Houses, wine bars or drinking establishments including those with food provision

- Loss of /change of use from - See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance
- Creation of business, commercial and/or retail floorspace or use of land for such purposes - See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Public Rights of Way

- [Public rights of way and access in Suffolk - Suffolk County Council](#)
- [Definitive Map and Statement of public rights of way - Suffolk County Council](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Open Space, sports and recreational facilities, public rights of way and local green space.
- [Public Rights of Way requirements in the Local Validation List](#)

Q

There are no relevant references starting with a Q

R

Recreational Disturbance Avoidance and Mitigation Strategy:

- [Recreational Disturbance Avoidance and Mitigation Strategy \(2021\) Supplementary Planning Guidance](#)
- [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\) page on the ESC website\)](#)

Refrigeration Equipment

- See [Ventilation/extract equipment and/or large refrigeration equipment](#)

Refuse

- [Refuse Storage/Presentation Plan requirements in the Local Validation List](#)

Replacement windows

- [Chapter 1: Householder Planning Application Validation Guidance](#)

Removal of Conditions:

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Flexible options for planning permissions
- [Chapter 14: Discharge of Conditions - Application Validation Guidance](#)
- [Chapter 12: Variation / Removal of Condition Application Validation Guidance](#)

Render

- [Find out if you need planning permission » East Suffolk Council](#)
- [Chapter 1: Householder Planning Application Validation Guidance – section on extensions](#)

- [Chapter 4: Listed Buildings Consent Application Validation Guidance](#)

- [Chapter 6: Planning Applications for new dwellings and/or residential care facilities](#)

- [Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.](#)

- [Chapter 11: Applications seeking Certificates of Lawfulness \(Existing or Proposed\) of the Validation Guidance](#)

Renewable Energy:

- [Introduction to the Local Validation Guidance for Planning Applications for Renewable Energy](#)

- [Air Source Heat Pumps – Planning Application Validation Guidance in Chapter 3](#)

- [Biomass Boiler – Planning Application Validation Guidance in Chapter 3](#)

- [Biomass Boiler Form requirements in the Local Validation List](#)

- [Ground Source Heat Pumps– Planning Application Validation Guidance in Chapter 3](#)

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Renewable and Low Carbon Energy

- Solar Panels – Planning Application Validation Guidance in Chapter 3
- Water Source Head Pumps – Planning Application Validation Guidance in Chapter 3
- Wind Turbines – Planning Application Validation Guidance in Chapter 3

Reservoirs

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units - Application Validation Guidance
- Chapter 9: Applications Seeking Prior Notification Approval for agricultural works and buildings – Application Validation Guidance.

Restaurants

- creation of business, commercial and/or retail floorspace or use of land for such purposes - See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance
- Noise Impact Assessments in the Local Validation List

Retail

- Creation of retail – See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance
- Loss of retail – See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance
- Retail / Leisure Impact Assessment requirements in the Local Validation List
- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan \(September 2020\)](#) - Policies for the former Suffolk Coastal Area.
 - [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Polices for the former Waveney Area.
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – town centres and Retail

Rights of Way:

- [Active Travel England: planning application assessment toolkit - GOV.UK \(www.gov.uk\)](#)
- [Open space, sports and recreation facilities, public rights of way and local green space - GOV.UK \(www.gov.uk\)](#)
- [Rights of Way - Suffolk County Council Definitive Map](#)
- **Rights of Way requirements in the Local Validation List**
- [East Suffolk Cycling and Walking Strategy » East Suffolk Council](#)
- Also see [Cycling and Walking](#)

Roof

- **Roof Plans requirements in the Local Validation List**

Rooflights

- **Chapter 1: Householder Planning Application Validation Guidance**
- **Chapter 4: Listed Building Application Validation Guidance**
- **Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance**

Rural

- Rural Development [Supplementary Planning Documents and other guidance » East Suffolk Council](#)
- Rural Housing:
 - [Housing in Clusters and Small Scale Residential Development in the Countryside \(2022\) Supplementary Planning Document](#)
 - **National Planning Policy Framework - GOV.UK (www.gov.uk)**
 - [Planning practice guidance - GOV.UK \(www.gov.uk\) – Rural Housing](#)
 - **Rural Workers Dwelling Statement in the Local Validation List**

S

Satellite Dishes

- **Chapter 1: Householder Planning Application Validation Guidance**
- **Chapter 4: Listed building Consent Application Validation Guidance**
- Guidance is also provided within each relevant subsection of both:

- Chapter 6: Planning Applications for new dwellings and/or residential care facilities
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance

Scheduled Ancient Monuments

- [Scheduled Ancient Monument](#)
- Also see [Heritage and Historic Environment](#)

Schools

- See section relating to educational uses in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Self-contained holiday accommodation

- See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings,

conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Sewage and Foul Water

- Chapter 1: Householder Planning Application Validation Guidance
- [Foul Drainage Assessment in the Local Validation List](#)

Sheds

- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance
- [Find out if you need planning permission » East Suffolk Council](#)

Shops

- creation of business commercial and/or retail floorspace or use of land for such purposes See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

- Loss of Retail Floorspace – See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

- Also see [Retail](#)

Signs

- See [Advertisement Consent](#)

Site Location Plan

- Site Location Plan requirements in the Local Validation List

Site Layout/Block Plan

- Site Layout/Block Plan requirements in the Local Validation List

Speaking at Planning Committee

- [Speaking at Planning Committee](#)

Sport and Recreation

- East Suffolk Leisure Strategy [Supplementary Planning Documents and other guidance](#) » [East Suffolk Council](#)
- [East Suffolk Healthy Environments Supplementary Planning Document \(expected to be adopted later in 2024\)](#)

- [Guidance for Outdoor Sport and Play | Fields in Trust](#)

- [Open space, sports and recreation facilities, public rights of way and local green space - GOV.UK \(www.gov.uk\)](#)

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Open Space, sports and recreational facilities, public rights of way and local green space.

- [Planning for sport | Sport England](#)

Solar Panels

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Renewable and Low Carbon Energy

- Daylight / Sunlight Assessments in the Local Validation List

- Glint and Glare Assessments in the Local Validation List

- Solar Panels – See section in Chapter 3: Renewables Planning Application Validation Guidance

Statement of Community Involvement

- Statement of Community Involvement/ Community Consultation Statement requirements in the Local Validation List

Statistics

- [Statistics – Planning Application and Enforcement Statistics at ESC](#)

Storage and Distribution

- See section in Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance Application Validation Guidance

Streetscene

- Streetscene requirements in the Local Validation List

Structural Survey

- Structural Survey requirements in the Local Validation List

Submitting a Planning or Planning related Application:

- [How to submit a Planning Application page of the East Suffolk Council Website](#)

Summerhouses

- Chapter 1: Householder Planning Application Validation Guidance – section on extensions
- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance

- [Find out if you need planning permission » East Suffolk Council](#)

Supplementary Planning Documents and other guidance:

- [Supplementary Planning Documents \(ESC documents\)](#)

Suffolk Coastal Local Plan

- [Suffolk Coastal Local Plan](#)

Suffolk Historical Environment Record (SHER)

- [Suffolk Historic Environment Record](#)

Suffolk Minerals and Waste Management

- [Suffolk Minerals and Waste Local Plan](#)

Sustainable Construction

- Energy Statement requirements in the Local Validation List
- [M4\(2\) checklist.](#)
- [National Planning practice guidance - GOV.UK \(www.gov.uk\) – Climate Change](#)
- [Sustainable Construction \(2022\) Supplementary Planning Document](#)

- [Sustainable Construction Statement/Plan requirements in the Local Validation List](#)
- [Sustainable Drainage Strategy requirements in the Local Validation List](#)
- [Guidance on development and flood risk - Suffolk County Council](#) (Sustainable Drainage)
- [Suffolk Local Flood Risk Management Strategy](#)

Swimming Pools, ponds and other pools

- [Chapter 1: Householder Planning Application Validation Guidance](#)
- See the physical works guidance within the relevant use/proposal type section within [Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance](#)
- See the physical works guidance within the relevant use/proposal type section within [Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance](#)
- [Chapter 11: Applications seeking Certificates of Lawfulness \(Existing or Proposed\) of the Validation Guidance](#)

I

Takeaways

- [Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance](#)
- [Noise Impact Assessments in the Local Validation List](#)

Telecommunications:

- [Telecommunications Report requirements in the Local Validation List](#)
- [Chapter 10: Applications seeking Prior Notifications Approval \(including those for changes of use, with & without physical works\) – Application Validation Guidance](#)

Terracing and other ground level changing works

- [Chapter 1: Householder Planning Application Validation Guidance](#)
- Guidance is also provided within each relevant section relating to other uses within the [Local Validation Guidance](#):
- [Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance](#)

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units - Application Validation Guidance

- Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed) of the Validation Guidance

Theatres /Cinemas

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units - Application Validation Guidance

Topographical Survey

- Topographical Survey requirements in the Local Validation List

Towns and Parishes

- [Town and Parish Clerk Directory](#)
- View the location and extent of each town and parish via [East Suffolk ArcGIS Mapping system](#)

Town Centres

- Local Plans:
 - [East Suffolk Council – Suffolk Coastal Local Plan](#)

[\(September 2020\)](#) - Policies for the former Suffolk Coastal Area.

- [East Suffolk Council – Waveney Local Plan \(March 2019\)](#) Polices for the former Waveney Area.

Also see [Retail](#)

Transport and Travel Plans

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Transport evidence basis in plan making and decision taking
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) Travel Plans, Transport Assessments and Statements
- [Suffolk Design: Streets Guide - Suffolk County Council](#)
- Transport Statement of Assessment requirements in the Local Validation List
- Travel Plan requirements in the Local Validation List
- [Travel plans - Suffolk County Council](#)
- Also see [Vehicular Accesses and drop kerbs](#) and [Parking](#)

Trees

- Arboricultural Assessment and Tree Survey requirements in the Local Validation List
- [Arboricultural Association](#)

- [National Planning Policy Framework - GOV.UK \(www.gov.uk\) – Section related to Conserving and enhancing the natural environment](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Section on Natural Environment
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Section on Tree Preservation Orders and trees in conservation areas
- [Protected Trees: A Guide to Tree Preservation Procedures](#)
- [Report a problem with a tree » East Suffolk Council](#)
- [Trees » East Suffolk Council](#)
- Tree Preservation Orders
 - [Tree Preservation Orders \(TPO\)s » East Suffolk Council](#)
 - View the location and extent of Tree Preservation Orders via [East Suffolk ArcGIS Mapping system](#)
 - [National Planning Policy Guidance – Tree Preservation Orders and trees in Conservation Areas](#)
- [Trees in conservation areas » East Suffolk Council](#)
- [Trees on development sites » East Suffolk Council](#)

- Tree Works - see [Chapter 16: Tree Works Applications \(i.e. works to trees covered by Tree Preservation Orders or those in Conservation Areas\)](#)

U

Use Classes:

- [Town and Country Planning \(Use Classes\) Order 1987 \(as amended\)](#)
- [Guidance on Use Classes on the Planning Portal Website](#)

Use changing applications

- Planning Applications
 - [Change of use from commercial uses – Planning Application Validation Guidance](#)
 - [Change of use to commercial uses - Planning Application Validation Guidance](#)
 - [Change of use from Community uses - Planning Application Validation Guidance](#)
 - [Change of use to Community uses - Planning Application Validation Guidance](#)
 - [Change of use to Dwellings - Planning Application Validation Guidance](#)

- Change of use to add to existing residential curtilages and/or gardens - Planning Application Validation Guidance
- Prior Notification Applications
 - Change of use - Prior Notification Validation Guidance

V

Variation or Removal of condition

- [National Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – Flexible options for planning permissions
- Chapter 12: Variation / Removal of Condition Application Validation Guidance
- Chapter 14: Discharge of Conditions - Application Validation Guidance

Vehicular accesses and dropped kerbs

- Chapter 1: Householder Application Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Application Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions

to/from such uses, extensions and alterations to existing units Application Validation Guidance

- Chapter 9: Applications seeking 'Prior Notification approval for agricultural works and building Application Validation Guidance
- Chapter 10: Applications seeking 'Prior Notification' approval (including those for changes of use, with & without physical works) Application Validation Guidance
- [Standard drawings for vehicular access | Suffolk County Council](#)

Ventilation/extract equipment and/or large refrigeration equipment

- Chapter 6: Planning Applications for new dwellings and/or residential care facilities
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units
- Ventilation/Extraction Equipment Details and Assessment requirements in the Local Validation List

Veterinary Practices

- See Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings,

conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance

Viability

- [National Planning Policy Framework](#)
- [National Development Appraisal Tool](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Section on Viability
- [Royal Institute of Chartered Surveyors \(RICS\) – Financial Viability in planning: Conduct and Reporting](#)
- [Viability Assessment requirements in the Local Validation List](#)

Viewing Applications

- [View and comment on a planning application](#)

Village Halls

- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing unit s– Application Validation Guidance

Village Signs

- Chapter 8: Advertisement Consent Application Validation Guidance

Visual Impact Assessments

- [Visual Impact Assessment see Landscape and Visual Impact Assessment requirements in the Local Validation List](#)

W

Gates, Fences, walls or other means of enclosure

- Chapter 1: Householder Planning Application Validation Guidance Validation Guidance
- Chapter 6: Planning Applications for new dwellings and/or residential care facilities Validation Guidance
- Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Validation Guidance
- Chapter 11: Certificate of Lawfulness Validation Guidance

Walking and cycling

- [Active Travel England: planning application assessment toolkit - GOV.UK \(www.gov.uk\)](#)
- [East Suffolk Cycling and Walking Strategy » East Suffolk Council](#)
- [East Suffolk Healthy Environments Supplementary Planning Document \(expected to be adopted later in 2024\)](#)

- Also see [Rights of Way:](#)

Wards

- View the location and extent of each ESC Ward via [East Suffolk ArcGIS Mapping system](#)
- Ward Member Directory

Warehousing and distribution

- See section in [Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units Application Validation Guidance](#)

Water

- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Section on Water supply, wastewater and water quality
- [Water Source Heat Pumps](#) See section in [Chapter 3: Renewables Planning Application Validation Guidance](#)
- Also see [Foul Drainage](#) and [Flood Risk](#)

Waveney Local Plan

- [Waveney Local Plan](#)

Wind Turbines:

- See section in [Chapter 3: Renewables Planning Application Validation Guidance](#)
- [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) – Renewable and Low Carbon Energy
- [Chapter 11: Applications seeking Certificates of Lawfulness \(Existing or Proposed\) of the Validation Guidance](#)

Windows

- [Chapter 1: Householder Planning Application Validation Guidance – section on extensions](#)
- [Chapter 4: Listed Building Application Validation Guidance](#)
- [Chapter 11: Applications seeking Certificates of Lawfulness \(Existing or Proposed\) of the Validation Guidance](#)
- Also see [Joinery and Window Detail requirement in the Local Validation List](#)
- [Find out if you need planning permission » East Suffolk Council](#)

X

No relevant references starting with X

Y

No relevant references starting with Y

Z

Zone of Influence

- see [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#)

DRAFT



Committee	Strategic Planning Committee
Date	08/04/2024
Subject	Planning Policy and Delivery Update
Cabinet Member	Councillor Kay Yule Cabinet Member with responsibility for Planning and Coastal Management
Report Author(s)	Andrea McMillan Planning Manager (Policy, Delivery and Specialist Services) Andrea.mcmillan@eastsoffolk.gov.uk
Head of Service	Philip Ridley Head of Planning and Coastal Management Philip.ridley@eastsoffolk.gov.uk
Director	Nick Khan Strategic Director Nick.khan@eastsoffolk.gov.uk

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
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Purpose/Summary

This report provides an update on key elements of the current work programme, including the preparation of Supplementary Planning Documents and Neighbourhood Plans, and on housing delivery. Updates, as appropriate, are also included for Specialist Services (Design and Heritage, Arboriculture and Landscape (including Rights of Way) and Ecology) that form part of the Planning Policy and Delivery Team. An update is also provided on the delivery of infrastructure to support growth through the Community Infrastructure Levy (CIL).

Recommendation(s)

That Strategic Planning Committee note the content of the report.

Strategic plan

How does this proposal support Our Direction 2028?

Environmental Impact	The work programme relates to a number of the aims under the Environmental Impact theme. Work to prepare for and implement Biodiversity Net Gain will further the aim of restoring ecosystems and biodiversity. The work programme of the Design and Heritage team will directly contribute to preserving and maintaining the district's beauty and heritage. The preparation of the Healthy Environments Supplementary Planning Document will support sustainable transport, alongside the implementation of the East Suffolk Cycling and Walking Strategy.
Sustainable Housing	The work programme supports the delivery of the Council's Local Plans which set out a strategy to deliver housing needed. Neighbourhood Plans also support this aim, in particular where they include policies on housing or allocate sites for housing. The work programme includes the update to the Housing Action Plan, which includes actions for supporting the delivery of the housing planned for.
Tackling Inequalities	The preparation of the Healthy Environments Supplementary Planning Document supports this theme, through providing guidance on supporting health and wellbeing through new development.
Thriving Economy	The work programme supports the aim of ensuring Local Plans work for local people, including through the provision of guidance to support the implementation of the current Local Plans and supporting communities to prepare their own Neighbourhood Plans. The work on the Kirkley Waterfront Planning Position Statement will help to guide decisions on the planning applications for the site, and the redevelopment of the site will help to support the viability and vitality of Lowestoft.
Our Foundations / governance of the organisation	'Our Foundations' refer to the use of digital technology. The Planning Delivery Dashboard referred to in this report is an example of how digital technology is being used to improve the delivery of and access to our services.

Justification for recommendations

1. Background

- 1.1. This report provides an update on the current Planning Policy and Delivery work programme, which continues to focus on the delivery of the Council's adopted Local Plans – the Suffolk Coastal Local Plan (September 2020) and the Waveney Local Plan (March 2019).
- 1.2. The current work programme contains a number of projects to support the delivery of the Local Plans, including providing guidance to support the implementation of planning policies through the preparation of Supplementary Planning Documents (SPDs) and monitoring the implementation of the plans. The Design and Heritage service has a programme of projects including Conservation Area Appraisal and Management Plan reviews and the review of Article 4 directions in Conservation Areas. The Specialist Services Team, which comprises the Design and Heritage, Ecology, and Landscape and Arboriculture (including Public Rights of Way) services, is continuing to provide ongoing expert input across the Planning Service including in respect of development management, Nationally Significant Infrastructure Projects and planning policy, as well as on wider Council projects.
- 1.3. The updates in this report focus on projects and include the progress being made on the preparation of Supplementary Planning Documents and Neighbourhood Plans, as well as projects in the Design and Heritage Team and in relation to Biodiversity Net Gain. The report also covers the recent statutory five year review of the Waveney Local Plan, and the publication of a new Local Development Scheme for East Suffolk. An update is also provided on housing delivery towards meeting the requirements set out in the adopted Local Plans.
- 1.4. An update on the work of the Infrastructure Team relating to the collection and spend of the Community Infrastructure Levy and Section 106 monies is also provided in this report.

2. Introduction

- 2.1. This report provides an update on key milestones achieved over the past three to four months since the last update report to Strategic Planning Committee and also sets out the key project milestones over the next three months or so.

Key milestones achieved over the past three to four months

Neighbourhood Plans

- 2.2. Recent progress on [Neighbourhood Plans](#):
 - **Carlton Colville** Neighbourhood Plan – Examiner's report received 15th January 2024
 - **Easton** Neighbourhood Plan – Regulation 16 consultation undertaken between 10th November 2023 and 19th January 2024. Examination currently underway.

- **Playford** Neighbourhood Plan - Regulation 16 consultation undertaken between 10th November 2023 and 19th January 2024. Examiner's report received on 4th March 2024.
- **Lowestoft** Neighbourhood Plan - A second regulation 14 consultation was undertaken between 30th October and 11th December 2023.
- **Westerfield** Neighbourhood Plan – Regulation 14 consultation undertaken between 25th November 2023 and 19th January 2024
- **Otley** Neighbourhood Plan – Regulation 14 consultation underway until 15th April 2024.
- **Ufford** Neighbourhood Plan – Regulation 14 consultation began on 14th March 2024 and runs until 3rd May 2024.
- **Saxmundham** Town Council have applied to review their Neighbourhood Plan area, preceding a review of their Neighbourhood Plan. Consultation is taking place from 23rd February until 5th April 2024.
- Preparation of Neighbourhood Planning housing guidance is underway.

Supplementary Planning Documents

2.3. Recent progress on preparation of [Supplementary Planning Documents](#):

- Public consultation was held on the Draft **Healthy Environments Supplementary Planning Document** between 15th November 2023 and 10th January 2024
- Public consultation was held on the Draft **Rural Development Supplementary Planning Document** between 15th November 2023 and 10th January 2024
- Work has continued on considering and addressing the comments received on the Draft **Custom and Self Build Supplementary Planning Document**, following consultation held in September and October 2023.

Kirkley Waterfront Planning Position Statement

2.4. Work has continued on reviewing guidance for the Kirkley Waterfront and Sustainable Urban Neighbourhood. Under the reforms to the planning system introduced through the Levelling Up and Regeneration Act 2023, it is unlikely that new Supplementary Planning Documents will be able to be adopted after Autumn 2024. Therefore, and in order to provide timely guidance, a [Planning Position Statement](#) is being prepared for the site, which will provide updated guidance alongside the existing 2013 Supplementary Planning Document. An Initial Consultation is underway between 6th March and 3rd April, seeking views on what should be included in the Planning Position Statement.

Waveney Local Plan – Statutory five year review assessment

2.5. There is a requirement to undertake an assessment of a local plan prior to the fifth anniversary of adoption to consider whether it needs to be updated. The Waveney Local Plan was adopted on 20th March 2019, and this review must therefore be undertaken by 20th March 2024. The [review](#) has been undertaken and concluded that

the policies are effective, and a local plan review is not considered to be necessary at this time. The review was approved by Cabinet at its meeting on 5th March 2024.

Local Development Scheme

- 2.6. A Written Ministerial Statement entitled ‘The next stage in our long term plan for housing update’, published 19th December 2023, asked all local authorities to provide an up to date local plan timetable to the Department of Levelling Up, Housing and Communities within 12 weeks. Alongside the Waveney Local Plan five year review assessment referred to in paragraph 2.5 above, an updated Local Development Scheme was therefore also presented to and considered by Cabinet on 5th March 2024. Alongside updates on the preparation of other planning policy documents, the [Local Development Scheme](#) sets out an indicative timetable for a future East Suffolk Local Plan. It is anticipated that work could begin in spring/summer 2025, subject to the national planning reforms allowing for this. Through the Levelling Up and Regeneration Act 2023, the Government is proposing significant reforms to the plan-making process as well as to the content of future Local Plans, which are proposed to be brought in from Autumn 2024. The indicative timetable is therefore subject to further consideration pending secondary legislation, policy and guidance related to the planning reforms and will therefore be kept under review. Early discussions will take place through Local Plan Working Group in the short term to consider Members’ aspirations and considerations for a future Local Plan.

Authority Monitoring Report

- 2.7. The [Authority Monitoring Report](#) was approved by Strategic Planning Committee on 8th January 2024, and subsequently published along with the [Planning Delivery Dashboard](#).

Design and Heritage

- 2.8. Recent progress on [Design and Heritage projects](#):
- The proposals to amalgamate and extend the existing Southwold Conservation Area and Southwold Harbour Conservation Area and the draft new **Southwold Conservation Area Appraisal and Management Plan** were approved by Strategic Planning Committee on 8th January 2024, and came into effect on 12th January 2024.
 - Proposals to incorporate the Walberswick Quay Conservation Area as an extension to the **Walberswick Conservation Area** were approved by Strategic Planning Committee on 8th January 2024, and came into effect on 12th January 2024.
 - Consultants have been commissioned to undertake the review of the **Halesworth Conservation Area Appraisal and Management Plan**.
 - Proposals relating to the cancellation of the existing Article 4 directions in **North Lowestoft Conservation Area** and **South Lowestoft and Kirkley Conservation Area** and confirmation of new ones were presented to Strategic Planning Committee on 8th January 2024. Public consultation has subsequently taken place between 22nd January and 1st March 2024, and a report is being brought to the Strategic Planning Committee on 8th April for consideration of their confirmation.
 - Consultants’ fieldwork in support of the ongoing review of the other existing Article 4 directions in place in the Waveney area, plus a pilot in the Suffolk Coastal area, taking account of changes in the 2021 National Planning Policy Framework (NPPF)

on their use, is underway and ongoing. The year 1 review covers Southwold, Wangford and Homersfield in the former Waveney area, and a pilot in Marlesford in the former Suffolk Coastal area. The fieldwork is complete for year 1 and officers are reviewing the outputs.

Biodiversity Net Gain

- 2.9. Mandatory Biodiversity Net Gain came into force on 12th February 2024 for major developments, with smaller developments to follow from 2nd April (some categories of development will be exempt). Recruitment of an Ecologist and Assistant Ecologist has taken place in advance of the requirements coming in, as part of preparation. The Council is also engaging with other authorities in Suffolk on the preparation of the Local Nature Recovery Strategy.

Housing Delivery

- 2.10. Housing growth planned for in the Local Plans has continued to come forward, with many sites either under construction, consented, subject to planning applications or subject to early discussion with the Planning Service. The annual housing requirement figure for East Suffolk is 916 dwellings, based on the figures in the two adopted Local Plans for the District. For the year 2022/23, 812 dwellings were delivered, 155 of which were for affordable housing. During the first three quarters of 2023/24 (April to December) 567 net additional dwellings were reported as completed (of which 204 were affordable) (provisional figures), compared to 578 completed in the same period of the previous year. A comparison of dwellings under construction shows that as at 31st December 2023 1,194 dwellings were under construction compared to 1,249 at the same point in the previous year, showing a slight decrease. Of those under construction 222 are affordable homes. We saw a decrease in the number of dwellings starting post June 2023, which is understood to coincide with changes to Building Regulations in June 2023, however this has risen in recent months.
- 2.11. Following the publication of the Housing Land Supply Statement in November 2023, demonstrating that over five years of supply can be demonstrated, work has taken place on the update to the Council's Housing Action Plan.

CIL collection and spend

- 2.12. Updates for the past three to four months:
- £6,326,619.48 total CIL has now been collected through the Infrastructure Team since the start of the financial year (1 April 2023). This is in line with previous years and represents the large number of developments that have commenced and are paying CIL, in recent years.
 - Neighbourhood CIL (NCIL) allocations are due to be made to the Town and Parish Councils just before the deadline of 28 April 2024. Preparation work to enable this to be a smooth process was commenced in February.
 - Since November we have been reviewing Neighbourhood CIL spend and reporting compliance and offering support to parish councils to ensure they are complying with the CIL Regulations. A number of councils are still reporting back to us using either out of date templates or are not reporting the information required, and a number of errors within reports have been identified. Officers have provided regular training, downloadable (compliant) report templates, written guidance and a dedicated Parish CIL webpage and are available for support and questions.

- Recently local authorities were designated as Building Safety Levy (BSL) Collection Authorities, this means that as well as collecting CIL the Team will collect and report on BSL. From a recent DLUHC Technical Consultation, it is noted that the collection processes are similar to those of CIL, although proposed reporting requirements differ, and it is not currently proposed that BSL Reporting will be part of the Infrastructure Funding Statement (the statutory report on Developer Contributions).
- Activity in the Infrastructure Team is focussed on working towards the financial year end and the activities required to produce statutory reports for internal verification processes.
- The Team has also been very busy supporting statutory and other infrastructure providers to ensure timely and accurate bids are submitted/received for the April 2024 District CIL Bid Round.
- Over the last few months, a number of District CIL funded infrastructure projects have been completed, and the buildings and facilities have been formally opened. We continue to promote the benefits of CIL Funding where these opportunities arise.
- The Team have been working in collaboration with other internal teams, external organisations, and central government teams to prepare for the impacts of new legislation. We are currently focussed on implementation of Biodiversity Net Gain, the Building Safety Levy, and the full phase 2 rollout of First Homes requirements.

Key project milestones over the next three to four months

Neighbourhood Plans

2.13. Progress with [Neighbourhood Plans](#) over the next three to four months:

- **Carlton Colville** Neighbourhood Plan – Progress to be made towards referendum
- **Playford** Neighbourhood Plan – Progress to be made towards referendum
- **Easton** Neighbourhood Plan – Examination will conclude
- **Lowestoft** Neighbourhood Plan – Progress to be made towards Submission
- **Westerfield** Neighbourhood Plan – Progress to be made towards Submission
- **Otley** Neighbourhood Plan – Progress to be made towards Submission
- **Ufford** Neighbourhood Plan – Following the end of the Regulation 14 consultation on 3rd May 2024, it is anticipated that work towards Submission will progress
- **Saxmundham** Neighbourhood Plan – Neighbourhood Area consultation to have concluded and Neighbourhood Plan Area decision to have been published by East Suffolk Council.

2.14. Guidance for Neighbourhood Plan groups on delivering new housing through their plans will be progressed with consultation anticipated in the spring.

Supplementary Planning Documents

2.15. Progress with the preparation of [Supplementary Planning Documents](#) over the next three to four months:

- The Rural Development Supplementary Planning Document is anticipated to be adopted by Cabinet in April 2024;
- The Custom and Self Build Supplementary Planning document is anticipated to be adopted by Cabinet in May 2024;
- The Healthy Environments Supplementary Planning Document is anticipated to be adopted by Cabinet in June 2024.

Kirkley Waterfront Planning Position Statement

2.16. Initial Consultation on the scope and content of the Planning Position Statement will have taken place between 6th March and 3rd April 2024. The draft Planning Position Statement will be prepared in advance of public consultation taking place in June / July 2024.

Authority Monitoring Report

2.17. Following the year end (31st March 2024) monitoring and survey work will take place to inform the 2023/24 Authority Monitoring Report, which will subsequently be prepared in the Autumn for publication in January 2025. Work will also commence on the annual update of the Housing Land Supply Statement.

Design and Heritage

2.18. Progress with [Design and Heritage projects](#) over the next three to four months:

- Subject to approval by Strategic Planning Committee the cancellation of the Article 4 direction and Confirmation of a new Article 4 direction for the **North Lowestoft Conservation Area** and for the **South Lowestoft and Kirkley Conservation Area** will come into effect from Friday 15th April 2024.
- Work on the **Halesworth Conservation Area** draft appraisal and boundary review will continue. It is expected that the review will take place during 2024 with consultation in early 2025.
- The Article 4 review being rolled out across other Conservation Areas in the former Waveney area will continue (Southwold, Wangford and Homersfield), along with the pilot in Marlesford in the former Suffolk Coastal area. Year 2 of the review starts in April and will include the Conservation Areas in Beccles, Holton, Wissett, Thorpeness and Walberswick.
- Nominations for the 2024 Quality of Place Awards will open on 2nd April 2024.

Biodiversity Net Gain

2.19. Ongoing establishment of arrangements for Biodiversity Net Gain will continue, with the mandatory requirements for smaller developments coming in from 2nd April. Guidance will be made available as needed. The Council will also continue to engage with other authorities across Suffolk on the preparation of the Local Nature Recovery Strategy.

Housing Delivery

- 2.20. As stated in paragraph 2.10 above, there were 1,194 dwellings under construction as at 31st December 2023, albeit this is slightly lower than at the same time in the previous year. It is currently anticipated that completions for 2023/24 will be similar to 2022/23, based on a similar number of completions as at 31st December for both years. Over the coming months, the Planning Service will continue to support the delivery of housing set out in the Local Plans, including through the determination of planning applications and through ongoing support for bringing forward strategic sites such as supporting master-planning and through the preparation of the Planning Position Statement for the Kirkley Waterfront.
- 2.21. Whilst the Council is not currently required to prepare a Housing Action Plan due to having 'passed' the most recent Housing Delivery Test (2022 results published in December 2023), the Housing Action Plan is reviewed annually and the latest review is anticipated to be published shortly.

CIL Collection and Spend

- 2.22. Progress over the next three to four months:
- The end of the financial year marks the start of the busiest 6-month period for the Infrastructure Team with the finalisation of CIL income, Neighbourhood CIL Payments to be made, the 2024 District CIL bid round to manage, and Infrastructure Funding Statement to produce and potentially new CIL Spending Working Group Members to train.
 - It is expected that new Infrastructure Levy Draft Regulations are to be consulted on later in 2024, as referenced at the recent Infrastructure Levy national conference.
 - We will be reviewing roles and responsibilities and the Infrastructure Team resource to ensure the team is equipped and is agile to address the new demands.

Design Code

- 2.23. The Levelling Up and Regeneration Act 2023 will require all local authorities to prepare a Design Code for their area. Whilst further legislation and guidance is awaited, some early scoping work will begin in the shorter term to consider the options for an appropriate approach for East Suffolk.

Future Local Plan

- 2.24. As set out in paragraph 2.6 above, the updated Local Development Scheme sets out an indicative timescale for a future East Suffolk Local Plan, subject to review pending further legislation and details of the reforms to plan-making. However in the meantime Local Plan Working Group will provide a forum to give early consideration to Members' aspirations and considerations for a future Local Plan.

National update

- 2.25. The Levelling Up and Regeneration Act received Royal Assent in October 2023. The Act introduces a number of changes, including changes to the preparation of Local Plans; a requirement on authorities to prepare a design code; the introduction of National Development Management Policies; new Supplementary Plans; provision for Neighbourhood Priorities Statements to be prepared by communities; the introduction of Environmental Outcomes Reports and the introduction of Infrastructure Levy.

Secondary legislation to take forward the provisions of the Act is anticipated during 2024.

- 2.26. Some consultation on areas of detail has already taken place by the Government, including a consultation on [plan-making reforms](#) held between July and October 2023, and consultations on [Environmental Outcomes Reports](#) and [Infrastructure Levy](#) earlier in 2023. It is anticipated that there will be further consultations during 2024, in particular on changes to the National Planning Policy Framework and on National Development Management Policies.

3. Proposal

- 3.1. Areas of work underway are outlined above and it is proposed that Strategic Planning Committee note the contents of the report.

4. Financial Implications

- 4.1. The work of the Team is undertaken within existing budgets, with grant income generated through support provided on Neighbourhood Planning. Grant funding is also provided from Defra in relation to Biodiversity Net Gain.

5. Legal Implications

- 5.1. All work outlined above is undertaken in accordance with relevant legal requirements where they exist. There are no legal impacts arising from this update report.

6. Risk Implications

- 6.1. The work programme of the Team is significant and crucial to the delivery of many aspects of the Strategic Plan. Staff capacity is an ongoing risk although recruitment has recently taken place to vacant posts within the team.

7. Options

- 7.1. This report is for information only.

8. Recommendations

- 8.1. That Strategic Planning Committee note the contents of the report.

9. Reasons for Recommendations

- 9.1. This report is for information only.

10. Conclusions/Next Steps

- 10.1. The areas of work outlined above will take place over the next three to four months, and a further update will be brought to the next scheduled Strategic Planning Committee meeting, in July.

Areas of consideration comments

Section 151 Officer comments:

There are no financial implications arising from this report.

Monitoring Officer comments:

No additional comments.

Equality, Diversity and Inclusion/EQIA:

The report is for information only

Safeguarding:

The report is for information only

Crime and Disorder:

The report is for information only

Corporate Services implications:

(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)

The report is for information only

Residents and Businesses consultation/consideration:

The report is for information only

Appendices:

None.

Background reference papers:

Date	Type	Available From
2019	East Suffolk Council – Waveney Local Plan	Adopted-Waveney-Local-Plan-including-Erratum.pdf (eastsuffolk.gov.uk)
2020	East Suffolk Council – Suffolk Coastal Local Plan	East-Suffolk-Council-Suffolk-Coastal-Local-Plan.pdf (eastsuffolk.gov.uk)
Various	Neighbourhood Plans	Neighbourhood Plans in the area » East Suffolk Council
Various	Supplementary Planning Documents	Supplementary Planning Documents and other guidance » East Suffolk Council
2024	Waveney Local Plan five year review assessment	Waveney-Local-Plan-Review-Assessment-March-2024.pdf (eastsuffolk.gov.uk)
2024	East Suffolk Local Development Scheme	Local-Development-Scheme-March-2024.pdf (eastsuffolk.gov.uk)
2023	Ministerial Statement ‘The next stage in our long term plan for housing update’	Written statements - Written questions, answers and statements - UK Parliament
2024	Authority Monitoring Report	Open data, monitoring and housing supply » East Suffolk Council
Various	Conservation Area Appraisals and Management Plans	Conservation area appraisals » East Suffolk Council
2023	East Suffolk Housing Land Supply Statement	Housing Land Supply » East Suffolk Council
Various	East Suffolk Housing Action Plans	Housing Action Plan » East Suffolk Council