

## 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).
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**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, **Elevation 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 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.

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/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)).

### 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**.

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### 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 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 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/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)).

### 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 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 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)).

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:**
  - o a public house, or
  - o a building that provides employment, or
  - o a community facility or [community asset](#), or
  - o or is within any area safeguarded as employment land within the [development plan](#) or
  - o 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/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 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 \(www.gov.uk\)](https://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 <b>Coastal Change Management Area (CCMA)</b> (as identified on the <a href="#">Policies Map</a> )	The application must include a <b>Coastal Erosion Vulnerability Assessment</b> .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in <b>Area at Risk of fluvial or tidal Flooding</b> (i.e. Flood Zones 2 or 3). See both <a href="#">Flood map for planning</a> and the <a href="#">East Suffolk district Strategic Flood Risk Assessment</a> (to determine if zone 3a or 3b).	The application must include a <b>Flood Risk Assessment</b> .  The level of detail should be proportionate to the scheme and accord with the <a href="#">National Requirements for Flood Risk Assessments</a> and be as detailed in <b>Flood Risk Assessment</b> .  Proposals which include dwellings or other vulnerable uses (including dwellings) will also need to be accompanied by at <b>Sequential Test and/or Exception Test</b> .
If there are significant <b>ground level changes/variations</b> 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 <b>topographical survey</b> and/or <b>cross-sections</b> 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"> <li>• A listed building, within the curtilage of a <a href="#">Listed building</a>, and/or within the setting of a listed building,</li> <li>• A <a href="#">Scheduled Ancient Monument</a> and/or its setting,</li> <li>• A site identified on the <a href="#">Suffolk Historic Environment Record</a> or within the setting of such a site,</li> <li>• A site known to or thought to contain archaeological remains,</li> <li>• A site within or adjoining a <a href="#">Conservation Area</a>,</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a <a href="#">non-designated heritage asset (NDHA)</a>.</li> </ul> <p>and you are proposing any physical works including:</p> <ul style="list-style-type: none"> <li>• extensions and/or alterations to the building, including to its roof,</li> <li>• constructing new outbuildings,</li> </ul>	<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"> <li>- Proposals affecting any <a href="#">Listed building</a>, including development within a curtilage and the setting of a listed building,</li> <li>- Proposals affecting <a href="#">Scheduled Ancient Monument</a> and their setting, (some exceptions apply for householder proposals, and other minor works see below),</li> <li>- Proposals affecting sites identified on the <a href="#">Suffolk Historic Environment Record</a> and their setting,</li> <li>- Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping,</li> <li>- Proposals within or affecting the character or appearance of <a href="#">Conservation Areas</a> (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),</li> <li>- Proposals involving the demolition or substantial alterations to a building which may be considered as a <a href="#">Non-designated</a></li> </ul>

<ul style="list-style-type: none"> <li>• altering or extending an existing outbuilding,</li> <li>• erection of or alterations to walls, fences, gates and other means of enclosure,</li> <li>• fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage,</li> <li>• installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation</li> </ul>	<p><a href="#">heritage assets » East Suffolk Council</a></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul> <p>Please note –</p> <ul style="list-style-type: none"> <li>• For planning applications (and/or <b>Listed Building Consent Applications</b>) 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 <b>Joinery and Window details</b>. works to/within the curtilage of a Listed Building are also likely to require <b>Listed Building Consent</b>, the application for which has its own requirements.</li> <li>• In some cases an <b>Archaeological Assessment</b> may also be required.</li> </ul> <p><b>Please note</b> – works to/within the curtilage of a Listed Building can also require <b>Listed Building Consent</b>, the application for which has its own requirements.</p>
<p>In an <b>Area of known or suspected archaeological importance</b>, and the proposal includes works at or below ground level.</p>	<p>An <b>Archaeological Assessment</b> 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"> <li>• Those which contain or are adjacent to sites of significant record on the Heritage Environmental Record (see link below),</li> <li>• Are in areas of known high archaeological potential, such as river valleys, and the historic core of settlements,</li> <li>• Any larger sites which by their very nature have greater potential to impact on sites.</li> </ul>	<p>You are advised to check with the <a href="#">Suffolk Archaeological Service - Suffolk County Council</a>, 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 <b>within a <a href="#">Neighbourhood Plan Area</a></b> as shown on the <a href="#">online map</a></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 <a href="#">Neighbourhood Plan</a> 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 <b>protected species, UK Priority species or UK Priority habitat</b> (under Section 41 of the Natural Environment and Rural</p>	<p>An <b>Ecological Appraisal</b> including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and</p>

<p>Communities (NERC) Act (2006)), <b>and/ or</b> for any application within or may have an effect on:</p> <ul style="list-style-type: none"> <li>• Special Protection Areas (SPA) including potential SPAs (pSPA)</li> <li>• Special Areas of Conservation (SAC) including candidate SACs (cSAC)</li> <li>• Ramsar sites</li> <li>• Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)</li> <li>• National and Local Nature Reserves</li> <li>• Roadside Nature Reserves</li> <li>• County Wildlife Sites.</li> </ul> <p>These designations are shown on our <a href="#">online GIS system</a>.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>- Alterations to building of a form that could potentially provide a <b>habitat for roosting bats</b> (e.g. usually an older constructed from timber or brick with an unheated pantiled roof)</li> <li>- <b>Works close to or directly affecting other habitats</b> which may e.g. ponds that may contain newts</li> </ul>	<p>sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The <a href="#">CIEEM guidance</a> should be used in relation to the age of surveys that are relied upon.</p> <p><b>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.</b></p> <p><b>Biodiversity Gain Plan and BNG Metric</b> (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"> <li>• Special Areas of Conservation (SAC)</li> <li>• Special Protection Areas (SPA)</li> <li>• Ramsar Sites</li> </ul>	<p>Habitat Regulations Assessment (HRA) and RAMS tariff form/payment</p>
<p>If there is a <b>Public Right of Way</b> on or adjoining the application site:</p>	<p>The applicant/agent must mark the definitive route on the <b>Proposed Block Plan/Site Layout Plan</b>. The route must be that shown on the <a href="#">Suffolk County Council Definitive Map</a>, 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 <a href="#">Public Rights of Way</a>.</p>
<p>If there are <b>Trees</b> <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 <a href="#">arboricultural assessment and tree survey</a> 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"> <li>- likely to impact upon the geodiversity of a site designated for its geodiversity interest.</li> </ul>	<p>A <a href="#">Geodiversity Survey and Assessment Report</a> will be required for all applications seeking outline or full planning permission.</p>

<ul style="list-style-type: none"> <li>- or</li> <li>- the site is greater than 5Ha in area and within a <a href="#">minerals consultation area</a>,</li> <li>- Or</li> <li>- Within the safeguarding distance of any existing or proposed minerals or waste sites that are safeguarded by the <a href="#">Suffolk Minerals and Waste Local Plan</a></li> </ul>	
<p>Where a scheme relates to a site known or suspected to be <b>contaminated and/or the use is vulnerable to sources of contamination (including all new dwellings)</b>. Potential contamination may be due to previous uses of the site or adjacent land.</p>	<p>A <b>Land Contamination Assessment</b> 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>