

## Appendix H: Draft version of “Local Validation Guidance – Chapter 6: Planning Applications for new dwellings and/or residential care facilities”

### Key

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

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

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

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

## Chapter 6: Planning Applications for new dwellings and/or residential care facilities

### Introduction

Planning Applications for new dwellings and residential care facilities can be in the form of new buildings or conversions of existing building. This section of the guidance covers both.

Applications for proposals for new buildings for dwellings or residential care facilities can be made either through Outline Planning Applications, Hybrid Planning Applications or Full Planning Applications.

Outline Planning Applications in effect seek to establish the principle of residential development of the site with either all or some matters reserved for consideration at a later date through a further application for reserved matters approval. Often applications for outline planning approval with some matters reserved include a limited number of fixed details (usually the access point) and either an approximate number or limit on the number of proposed dwellings.

Full Planning applications include details of the access, appearance, landscaping, layout and scale. However, some details will not be provided in full at this stage e.g. areas of landscaping are likely to be shown but not the precise species mix. This is acceptable through this process, although it can lead to additional conditions on the planning permission if it is granted.

This guidance is split into the following application/development types, each with further sub-sections of information (click on the relevant link to jump to that sub-section):

- [Minor Applications - Requirements based upon the application type and the proposals](#)
  - [Full Planning Applications for residential development for up to \(and including\) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size \(i.e. 'Minor' applications', including replacement dwellings\).](#)
    - [Physical works requiring specific information](#)

- [Conversions – Requirements](#)
- [Additional recommended documents for full applications for dwellings](#)
- [Outline Planning Applications for residential development for up to \(and including\) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size \(i.e. ‘Minor’ applications’, including replacement dwellings\).](#)
  - [Outline with all matters reserved](#)
  - [Outline with some matters reserved](#)
  - [Additional recommended documents for applications for Outline Planning Applications for dwellings](#)
- [Reserved Matters Applications for residential development for up to \(and including\) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size \(i.e. ‘Minor’ applications’, including replacement dwellings\).](#)
  - [Access](#)
  - [Appearance](#)
  - [Landscaping](#)
  - [Layout](#)
  - [Scale](#)
  - [Physical works requiring specific information](#)
  - [Additional recommended documents for reserved matters applications for dwellings](#)

- [Hybrid Applications for residential development for up to \(and including\) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size \(i.e. 'Minor' applications'\)](#)
- **[Major Applications - Requirements based upon the application type and the proposals](#)**
  - [Full Planning Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. \(i.e. a 'major' development\)](#)
    - [Physical works requiring specific information](#)
    - [Additional recommended documents for applications for dwellings](#)
  - [Outline Planning Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. \(i.e. a 'major' development\)](#)
    - [Outline with all matters reserved](#)
    - [Outline with some matters reserved](#)
    - [Additional recommended documents](#)
  - [Reserved Matters Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. \(i.e. a 'major' development\)](#)
    - [Access](#)
    - [Appearance](#)
    - [Landscaping](#)
    - [Layout](#)

- [Scale](#)
- [Physical works requiring specific information](#)
- [Additional recommended documents/drawings](#)
- [Hybrid Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. \(i.e. a 'major' development\)](#)
- [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

## Personal or Sensitive Data

Please note all Planning and Planning related applications (i.e. listed building consent, advertisement consent, applications for details reserved by condition etc) are held in the public domain. The majority of plans and other documents submitted with an application, and any consultee responses received during the consultation process are required under The Town and Country Planning Act 1990 (as amended) to be held in a Public Register, which in the case of East Suffolk is held electronically and can be accessed by anyone via the [Public Access](#) pages of our website.

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

Some applications will require the submission of financial information in the form of [Viability Assessments](#). The National Planning Policy Framework (NPPF) requires that such documents are published/publicly available (currently paragraph 58). Therefore, whilst such

documents need to include sufficient information to enable the financial situation to be understood, those submitting them may wish to consider the level of potentially commercially sensitive or personal data they include.

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

## Application Descriptions

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

Therefore, it is recommended that you avoid including personal details and do not say anything that you would not want your neighbours or the wider public to know. For example, if you are proposing a single storey detached dwelling to provide adapted accommodation for a disabled member of the family, you should not include that reasoning in the description on the application form. It is recommended instead you phrase the description along the lines of “*Erection of single-storey detached dwelling*” without such personal information or reasoning behind the proposals.

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

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

You should also avoid using terms that are subjective, open to potentially wide interpretation of matters of fact and degree. For example, instead of saying

*“Erection of sustainable single-storey detached dwelling”*,

the description should read

*“Erection of single-storey dwelling”*.

#### Revised Schemes

If you are seeking full planning permission for a revised scheme, it is useful if your application description makes reference to the previous consent. For example:

*“Erection of 4 detached two-storey dwellings (revised scheme to Planning Permission DC/22/9999/FUL)”*

#### Outline or Reserved Matters

If you are seeking outline or reserved matters consent it is useful to include that within the description in the interests of clarity.

When seeking Outline Planning Permission it is useful if applicants/agents specify if you are seeking all matters to be reserved or only some matters reserved, and if so what you are seeking consent for at this stage e.g.

*“Outline Planning Permission for 4 dwellings with all matters reserved apart from access.”*

On a reserved matters application, it is useful if the description makes reference to the Outline Planning Permission to which it relates, and which reserved matters are being sought for approval. For example

*“Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale) on Outline Planning Permission DC/22/9999/OUT – Outline Planning Permission for 4 dwellings with all matters reserved apart from access.”*

### Hybrid Applications

Where a hybrid application is being submitted (i.e. some elements seeking full planning permission and others in outline form only) the application description should be in two parts making it clear which elements are in full and which are outline, following the above guidance in terms of the structure of those elements of the description i.e.

*“Hybrid Application – Full Planning application for village hall, and Outline Planning Permission for 4 dwellings with all matters reserved apart from access.”*

### Retrospective Applications

Where an application is being submitted to seek to retain existing physical works and/or an existing use this should be made clear in the description of development, by referring to the proposals as retrospective e.g.:

*“Retention of 4 x two-storey dwellings”*



## Minor Applications - Requirements based upon the application type and the proposals

### Full Planning Applications for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. 'Minor' applications', including replacement dwellings).

This section relates to planning applications seeking **full planning permission for residential development** for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. 'Minor' applications', including replacement dwellings). This can be either conversions and/or new builds.

As a minimum full planning applications for **new dwellings** will **ALWAYS require**:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** (if the scheme includes the formation of a new access or alterations to an existing details of this will need to be shown on the block plan, along with the parking arrangements)
- **Proposed Elevational drawings** (except for outline applications) (existing elevational drawings will also be required for conversions, see further guidance below)
- **Proposed Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. It can also be useful to submit Streetscene drawings for new roads/streets within a development.
- **Proposed Floor Plans**. (existing floorplan drawings will also be required for conversions, see further guidance below)
- A **Phasing Plan** is required if the applicant wishes to phase the development.
- **Land Contamination Assessment** Phase 1, Tier 1 (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required)
- Such schemes would be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to

commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

- An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This assessment is required even if the trees are not covered by a [Tree Preservation Order](#) or are in a [Conservation Area](#).
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)
- For the creation of one of more dwellings in a Conservation Area, a **Design and Access Statement** is also required.
- If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.
- **HRA and RAMS form/payment** if within RAMS Zone of influence
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.
- An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for a ny proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:
  - o Special Protection Areas (SPA) including potential SPAs (SPA)
  - o Special Areas of Conservation (SAC) including candidate SACs (cSAC)
  - o Ramsar sites
  - o Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
  - o National and Local Nature Reserves
  - o Roadside Nature Reserves
  - o County Wildlife Sites.
- And applicable documents as set out below.

If the application includes the creation of a large **House of Multiple Occupation (HMO)**, where there are more than six people living together as a single household, a **Crime Prevention Statement** is required.

An **Open Space Assessment** would be required if the proposal would result in the **loss or creation of open space, and/or a residential development of 5 or more dwellings** which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

If the scheme is proposed as an **affordable housing exception site** and/or submitted by a **Community Land Trust** the application will need to include a **Housing Statement**.

A **Flood Risk Assessment** will be required for all proposals within areas **at risk of flooding**. Although not a validation requirement for ‘Minor’ applications, it may also be advisable to consider the inclusion of **Sustainable Drainage** measures within their schemes.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a significant visual impact within the landscape and on all applications where an Environmental Impact Assessment/Statement (EIA) is required.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape,

and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

Although not required for most applications, a **Daylight/Sunlight Assessment** will also be required for situations where the proposed building(s) is of a size, mass, form and/or location that is likely to **adversely impact upon the current levels of daylight and/or sunlight to habitable rooms of adjacent dwellings and/or the private amenity areas** located immediately to the rear of the properties.

If the scheme is for a **rural workers dwelling**, a **Rural Workers Dwelling(s) statement** should be submitted, in order to seek to justify the proposal in the context of National and Local Planning Policies.

Once the emerging **Custom and Self Build Housing Supplementary Planning Document** has been adopted, a **Custom and Self Build Delivery Statement** will be required for all outline and full planning applications that involve **Custom and Self-build housing**.

**Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

#### **Physical works requiring specific information**

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant (i.e. where connection to mains is not possible) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plant and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
  - o its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
  - And
  - o details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This may be in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed

levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).

- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the Proposed Elevational drawings,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed  
and
- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan** will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

**Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

### **Conversions – Requirements**

In addition to the documents set out above for new build dwellings, schemes that are seeking the ‘conversion’ of an existing building(s) to dwellings will also require:

- **Existing and Proposed Elevational drawings**
- **Existing and Proposed Floor Plans.**
- **Existing and Proposed Roof Plans**
- **Conversion Specification**

### - Structural Survey

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#), or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

### **Additional recommended documents for full applications for dwellings**

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- External materials for all buildings,
- **Hard and soft landscaping scheme**,
- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for cars and bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a written scheme of **archaeological investigation** on sites that have significant potential for archaeological deposits.
- Although not a requirement for 'Minor' developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.



- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

**Please note:**

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

Outline Planning Applications for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. ‘Minor’ applications’, including replacement dwellings).

This section relates to applications seeking outline planning permission for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size. (i.e. ‘Minor’ applications’).

This can only be new builds, as conversions/change of use proposals cannot obtain outline planning consent, as set out in the definition of ‘Outline Planning Permission’

*“means a planning permission for the erection of a building, which is granted subject to a condition requiring the subsequent approval of the local planning authority with respect to one or more reserved matters;”, as defined in the Town and Country Planning Development Management Procedure Order 2015 (As amended).*

**Outline with all matters reserved**

As a minimum **Outline planning applications for new build dwellings with all matters reserved will ALWAYS require:**

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [Introduction](#),
- **Fee**
- **Site Location Plan**
- Indicative **Block Plan/Site Layout Plans** illustrating how it is possible to accommodate all of the proposed dwellings and associated features on the site, and any specific policy requirements.
- **Land Contamination Assessment** Phase 1, Tier 1 (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required)
- **A Flood Risk Assessment**, will be required for all proposals within areas at risk of flooding,
- For sites with a site area of 0.5Ha or greater, where the number of dwellings is unknown, a **Sustainable Drainage Scheme (SuDS)** will be required (must be based upon an appropriate **A Flood Risk Assessment**)
- Such schemes would be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn’t submitted prior to

commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

- **Phasing Plan** (if the applicant wishes to phase development)
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#))
- For the creation of one of more dwellings in a Conservation Area, a **Design and Access Statement** is also required.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.
- An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for a any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:
  - o Special Protection Areas (SPA) including potential SPAs (SPA)
  - o Special Areas of Conservation (SAC) including candidate SACs (cSAC)
  - o Ramsar sites
  - o Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
  - o National and Local Nature Reserves
  - o Roadside Nature Reserves
  - o County Wildlife Sites.
- And applicable documents as set out below.

If the application includes the creation of a large **House of Multiple Occupation (HMO)**, where there are more than six people living together as a single household, a **Crime Prevention Statement** is required.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a significant **visual impact within the landscape** and on all applications where an Environmental Impact Assessment/Statement (EIA) is required.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plan](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

If the scheme is proposed as an **affordable housing exception site** and/or submitted by a **Community Land Trust** the application will need to include a **Housing Statement**.

Once the emerging [Custom and Self Build Housing Supplementary Planning Document](#) has been adopted, a **Custom and Self Build Delivery Statement** will be required for all outline and full planning applications that involve **Custom and Self-build housing**.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

### ***Outline with some matters reserved***

On applications seeking **Outline Planning Permission with some matters reserved**, additional documents to those listed above will also be dependant upon which elements are ‘reserved matters’ and which form part of the outline planning application.

In addition to the documents listed above, applications **seeking the approval of access** on the outline application (not seeking it to be reserved) will need to include:

- A **proposed Block Plan/Site Layout Plan** showing the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the main arterial routes within the site. It is also beneficial to supply a separate indicative plan indicating how the dwellings and associated features such as SuDS, public open space etc could be accommodated on site.
- Plans demonstrating how the vehicular access(s) have been designed to accommodate the level of movements proposed including information such as swept path analysis and visibility splays.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes and/or visibility splays. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

In addition to the documents listed above, applications seeking the **approval of Appearance** on the outline application (not seeking it to be reserved) will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. These should show key views including the site frontage and key roads/pathways through the site,
- Proposed **elevation drawings** of the proposed dwellings and all other buildings and/or structures including garaging.

In addition to the documents listed above, applications seeking **the approval of landscaping** on the outline application (not seeking it to be reserved) will need to include:

- **Hard and soft landscaping scheme,**

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes and/or visibility splays. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

In addition to the documents listed above, applications seeking **the approval of layout** on the outline application (not seeking it to be reserved) instead of an indicative block plan, will need to include:

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes and/or visibility splays. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- a proposed **Block Plan/Site Layout Plan** showing the:
  - o The location of existing features proposed to be retained,
  - o The location of the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the routes and parking and turning areas within the site,
  - o The location, footprint and position of all buildings,
  - o The location, size and position of all SuDs features, and
  - o The location, size and position of all other elements forming part of the development e.g. public open space, play areas etc

In addition to the documents listed above, applications seeking **the approval of scale** on the outline application (not seeking it to be reserved) will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- A proposed **Block Plan/Site Layout Plan** showing the scale of the footprints of the proposed buildings.
- Details of the proposed scale of the homes/buildings in the form of either a block plan annotated with the proposed number of storeys and a schedule of the homes listing the number of storeys and number of bedrooms for each unit (i.e. housing mix).

#### **Additional recommended documents for applications for Outline Planning Applications for dwellings**

Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Outline Planning Applications for new dwellings may also require a **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a significant visual impact within the landscape and on all applications where an Environmental Impact Assessment/Statement (EIA) is required

Although not required for most applications, a **Daylight/Sunlight Assessment** will also be required for situations where the proposed building(s) is of a size, mass, form and/or location that is likely to adversely impact upon the current levels of daylight and/or sunlight to habitable rooms of adjacent dwellings and/or the private amenity areas located immediately to the rear of the properties.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a **written scheme of archaeological investigation** Lon sites that have significant potential for archaeological deposits.
- Although not a requirement for ‘Minor’ developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.
- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan**
- If new liable development is within the RAMS ZOI (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.

**Please note:**

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



Reserved Matters Applications for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. ‘Minor’ applications’, including replacement dwellings).

This section relates to applications seeking **reserved matters approval for residential development for up to (and including 9 dwellings), less than 1000 sqm of floorspace and a site area less than 1 ha in size . (i.e. ‘Minor’ applications’).**

As a minimum such applications will require:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- Additional plans/documentation as detailed below

As a minimum such applications will need to include details of all matters that were ‘reserved’ at the outline stage (i.e. access, appearance, landscaping, layout and/or scale), but can also seek to discharge matters covered by conditions on the Outline Planning Permission. The precise details, documents and/plans required will be dependent upon which matters were ‘reserved’ when the Outline Planning Permission was granted.

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form. They may also wish to supply an updated version of the **Design and Access Statement** that would have been supplied with the outline application.

If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.

If the application includes the creation of a large **House of Multiple Occupation (HMO)**, where there are more than six people living together as a single household, a **Crime Prevention Statement** is required.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

Please note additional drawings and/or documents may be required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

***Please note: - Reserved Matters application should not include a Site Location Plan as the site location and area was set at the Outline application stage and cannot be altered at the reserved matters stage.***

### **Access**

Applications seeking the approval of **access** will need to include:

- A proposed **Block Plan/Site Layout Plan** showing the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network, routes within the site and parking and turning areas.
- Plans demonstrating how the vehicular access(s) have been designed to accommodate the level of movements proposed including information such as swept path analysis and visibility splays.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- Details of refuse/recycling collection vehicle access routes and turning areas, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

### **Appearance**

Applications seeking the approval of **Appearance** will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. These should show key views including the site frontage and key roads/pathways through the site,
- Proposed **elevation drawings** of the proposed dwellings and all other buildings and/or structures including garaging.
- **Proposed Floorplans**, as the internal layout of the buildings can affect the external appearance i.e. the location of rooms for certain uses often dictates the position and size of windows and doors.

### **Landscaping**

Applications seeking the approval of **landscaping** will need to include:

- **Hard and soft landscaping scheme**,
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes and/or visibility splays. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

### **Layout**

Applications seeking the approval of **layout** will need to include

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- a proposed **Block Plan/Site Layout Plan** showing the:
  - The location of existing features proposed to be retained including buildings, trees, walls, public rights of way, ponds etc,
  - The location of the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the routes and parking and turning areas within the site,
  - The location, footprint and position of all buildings,
  - The location, size, capacity and position of all SuDs features,
  - Details of foul water disposal, including details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment** and
  - The location, size and position of all other elements forming part of the development e.g. public open space, play areas etc

- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on **a refuse storage/presentation plan(s)**.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

### **Scale**

Applications seeking the approval of **scale** will need to include:

- Proposed indicative **Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- A **proposed Block Plan/Site Layout Plan** showing the scale of the footprints of the proposed buildings.
- Details of the proposed scale of the homes/buildings in the form of either a block plan annotated with the proposed number of storeys and a schedule of the homes listing the number of storeys and number of bedrooms for each unit (i.e. housing mix).
- Proposed **elevational drawings** of the proposed dwellings and all other buildings and/or structures including garaging.
- **Proposed Floorplans**, as the internal layout of the buildings can affect the external appearance and scale of the external envelope of those buildings i.e. the location of rooms for certain uses often dictates the position and size of windows and doors, and can lead to the need for increased roof heights affecting the scale.

### **Physical works requiring specific information**

There are also the following requirements which are dependent upon the specific physical works proposed (and what was agreed at Outline):

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).

- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plant and features that will remain visible above ground.
- Full details of the proposed sewage treatment plant, including:
  - o its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
  - And
  - o details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,

- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This maybe in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include at **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed  
and
- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.

- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

#### **Additional recommended documents for reserved matters applications for dwellings**

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- External materials for all buildings,

- **Hard and soft landscaping scheme,**
- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a written scheme of archaeological investigation on sites that have significant potential for archaeological deposits.
- Although not a requirement for ‘Minor’ developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.
- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

**Please note:**

- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance**



**Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**

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

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Hybrid Applications for residential development for up to (and including) 9 dwellings, less than 1000 sqm of floorspace and a site area less than 1 ha in size (i.e. ‘Minor’ applications’)

If the application is **‘hybrid’ including residential uses, seeking outline approval for some elements and full planning permission for other elements, with up to (and including 9 dwellings), less than 1000 sqm of floorspace, and a site area less than 1 ha in size. (i.e. ‘Minor’ applications’)**.

The **Application Form with appropriate Ownership Certificate**, for full planning permission should be completed and submitted. The application description placed on that form must make it clear that it is a Hybrid application and which elements are sought in outline and which in full. Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#).

The application **Fee** will also be required.

**In addition to the requirements set out below, such applications will need to supply all relevant plans and documents specified for outline applications for the elements that are seeking [Outline Planning Permission](#), and all relevant plans and documents specified for full applications for those elements that are seeking [Full Planning Permission](#).**

The **block plan** must be clearly annotated to make it clear which elements are the subject of the full part of the application and which elements are only being sought in outline form.

All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**

Within the ‘full’ part of the application details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

A **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required).

An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (SPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Also see [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

If new liable development is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) Zone of Influence (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.

If the application includes the creation of a large **House of Multiple Occupation (HMO)**, where there are more than six people living together as a single household, a **Crime Prevention Statement** is required.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plans](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if its does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

If the scheme is proposed as an **affordable housing exception site** and/or submitted by a **Community Land Trust** the application will need to include a **Housing Statement**.

Once the emerging [Custom and Self Build Housing Supplementary Planning Document](#) has been adopted, a **Custom and Self Build Delivery Statement** will be required for all outline and full planning applications that involve **Custom and Self-build housing**.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a [Noise Impact Assessment or Acoustic Report](#), because dwellings are sensitive to noise.

**Please note:**

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

## Major Applications - Requirements based upon the application type and the proposals

### Full Planning Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a 'major' development)

If the application is seeking full planning permission for **residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a 'major' development)**, as a minimum full planning applications for new build dwellings will ALWAYS require:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** (if the scheme includes the formation of a new access or alterations to an existing details of this will need to be shown on the block plan, along with the parking arrangements)
- **Proposed Elevational drawings** (except for outline applications) (existing elevational drawings will also be required for conversions, see further guidance below)
- **Proposed Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- **Proposed Floor Plans**. (existing floorplan drawings will also be required for conversions, see further guidance below)
- A **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required).
- Such schemes would be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.
- **Housing Statement**,
- **Flood Risk Assessment**,

- Sustainable Drainage Strategy,
- Sustainable Construction Statement/Plan,
- A Design and Access Statement is required for all Major Residential schemes,
- All applications for residential development of this scale must include a Housing Statement.
- Parking Layout Plan (could form part of or be overlaid on a copy of the proposed block plan,
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted block plan(s) and/or on a refuse storage/presentation plan(s).
- An Air Quality Assessment will be required for all 'Major' applications and any 'Minor' applications generating a consideration number of traffic movements to/from the site close to an Air Quality Management Area (AQMA).
- A Heritage Statement (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a foul drainage assessment
- If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a Noise Impact Assessment or Acoustic Report, because dwellings are sensitive to noise.
- An Open Space Assessment would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.
- An Arboricultural Assessment and Tree Survey will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case even if the trees are not protected by a Tree Preservation Order or are outside a Conservation Area.
- An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:
  - o Special Protection Areas (SPA) including potential SPAs (SPA)
  - o Special Areas of Conservation (SAC) including candidate SACs (cSAC)

- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.
- If new liable development is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) Zone of Influence (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.
- **Viability Assessment**, e.g. where viability is cited as a factor, or the proposal seeks to provide less than the policy requirements in terms of affordable or other housing mix requirements, or where the proposal is to convert holiday lets to unrestricted dwellings or seeks a use which is not policy compliant on the basis of viability,
- Proposal for 50 dwellings must be accompanied by a **Statement of Community Involvement**,
- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- A **Crime Prevention Statement** is required for all Major Planning Applications.

A **Health Impact Assessment** will be required for all applications which include:

- A housing development of 50 dwellings or
- A development of less than 50 dwellings but which is still deemed to potentially impact on health services significantly
- A development that includes care homes, care facility, housing for the elderly, or student accommodation
- A development that involves the significant loss of public open space
- Any other type of development that could have significant health implications.

If the site is allocated by **an Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plans](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include



additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a full **Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

**Please note additional drawings and/or documents 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](#) .**

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

Although not a validation requirement is also recommended that applications involving multiple elements and/or residential units includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Although not a validation requirement, some applications of this scale are EIA (Environmental Impact Assessment) Development requiring an **Environmental Statement**. Therefore prior to submitting large scale applications, it is recommended applicants consider seeking an EIA Screening Opinion from the Local Planning Authority prior to submitting a formal planning application.

### **Physical works requiring specific information**

Additional documents will be required where a scheme includes the **conversion of existing building(s)**

Proposals that include the provision **of renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables.**

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground.
- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
  - its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
  - And
  - details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially

generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This may be in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include a **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed
- and

- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).

- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

In addition to the documents set out above for new build dwellings, schemes that are seeking the **‘conversion’ of an existing building(s)** to dwellings will also require:

- Existing and Proposed Elevational drawings
- Existing and Proposed Floor Plans.
- Existing and Proposed Roof Plans
- Conversion Specification
- Structural Survey

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

#### **Additional recommended documents for applications for dwellings**

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- External materials for all buildings,
- Hard and soft landscaping scheme,

- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a written scheme of archaeological investigation on sites that have significant potential for archaeological deposits.
- Although not a requirement for ‘Minor’ developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.
- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

**Please note:**

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

- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.
- If the scheme includes works to a Listed Building, then Listed Building Consent is also likely to be required, and an application for that consent should be submitted at the same time as the application for Planning Permission. See **Listed Building Consent - Application Validation Requirements Guidance**.

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Outline Planning Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)

This section relates to applications for **outline planning permission for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development).**

Such applications can only be new builds, as conversions/change of use proposals cannot obtain outline planning consent, as set out in the definition of ‘Outline Planning Permission’

*“means a planning permission for the erection of a building, which is granted subject to a condition requiring the subsequent approval of the local planning authority with respect to one or more reserved matters;”, as defined in the Town and Country Planning Development Management Procedure Order 2015 (As amended).*

**Outline with all matters reserved**

As a minimum Outline planning applications for Major Residential Development with all matters reserved will ALWAYS require:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Indicative **Block Plan/Site Layout Plans** illustrating how it is possible to accommodate all of the proposed dwellings and associated features on the site, and any specific policy requirements.
- A **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required).



- A **Flood Risk Assessment** , will be required for all proposals within areas at risk of flooding,
- For sites with a site area of 0.5Ha or greater, where the number of dwellings is unknown, a **Sustainable Drainage Scheme (SuDS)** will be required (must be based upon an appropriate a **Flood Risk Assessment**
- **Housing Statement**,
- **Flood Risk Assessment**,
- **Sustainable Drainage Strategy**,
- **Sustainable Construction Statement/Plan**,
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,
- A **Design and Access Statement** is required for all Major Residential schemes,
- Such schemes would be **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site (along with relevant CIL forms), the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

- All applications for residential development of this scale must include a **Housing Statement**.
- If new liable development is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) Zone of Influence (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.
- **Viability Assessment**, e.g. where viability is cited as a factor, or the proposal seeks to provide less than the policy requirements in terms of affordable or other housing mix requirements, or where the proposal is to convert holiday lets to unrestricted dwellings or seeks a use which is not policy compliant on the basis of viability,
- Proposal for 50 dwellings must be accompanied by a **Statement of Community Involvement**,
- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- All applications that include more than 100 dwellings, include care/assisted living developments or involving the loss of, or creation or expansion of health care facilities will need to include a **Health Impact Assessment**.
- **Phasing Plan** (if the applicant wishes to phase development),
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#))
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may

result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (SPA)
  - Special Areas of Conservation (SAC) including candidate SACs (cSAC)
  - Ramsar sites
  - Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
  - National and Local Nature Reserves
  - Roadside Nature Reserves
  - County Wildlife Sites.
- A **Crime Prevention Statement** is required for all Major Planning Applications.
- A **Health Impact Assessment** will be required for all applications which include:
- A housing development of 50 dwellings or
  - A development of less than 50 dwellings but which is still deemed to potentially impact on health services significantly
  - A development that includes care homes, care facility, housing for the elderly, or student accommodation
  - A development that involves the significant loss of public open space
  - Any other type of development that could have significant health implications.
- An **Air Quality Assessment** will be required for all 'Major' applications and any 'Minor' applications generating a consideration number of traffic movements to/from the site close to an [Air Quality Management Area \(AQMA\)](#).
- The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

**Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

Outline Planning Applications for new dwellings may also require a [Landscape and Visual Impact Assessment](#) will be required for schemes which are likely to have a significant visual impact within the landscape and on all applications where an Environmental Impact Assessment/Statement (EIA) is required

An [Indicative Landscape Masterplan or Landscape Strategy](#) should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plans](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if its does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against

harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a full **Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

#### ***Outline with some matters reserved***

On applications seeking Outline Planning Permission with some matters reserved, additional documents to those listed above will also be dependent upon which elements are ‘reserved matters’ and which form part of the outline planning application.

In additional to the documents listed above, applications seeking the **approval of access** on the outline application (not seeking it to be reserved) will need to include:

- A **proposed Block Plan/Site Layout Plan** showing the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the main arterial routes within the site. It is also recommended to supply a separate indicative plan indicating how the dwellings and associated features such as **SuDS**, public open space etc could be accommodated on site.
- Plans demonstrating how the vehicular access(s) have been designed to accommodate the level of movements proposed including information such as swept path analysis and visibility splays.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

In additional to the documents listed above, applications seeking the **approval of Appearance** on the outline application (not seeking it to be reserved) will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. These should show key views including the site frontage and key roads/pathways through the site,
- Proposed **elevational drawings** of the proposed dwellings and all other buildings and/or structures including garaging.

In additional to the documents listed above, applications seeking the **approval of landscaping** on the outline application (not seeking it to be reserved) will need to include:

- **Hard and soft landscaping scheme,**
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

In addition to the documents listed above, applications seeking the **approval of layout** on the outline application (not seeking it to be reserved) instead of an indicative block plan, will need to include

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- a **proposed Block Plan/Site Layout Plan** showing the:
  - o The location of existing features proposed to be retained,
  - o The location of the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the routes and parking and turning areas within the site,
  - o The location, footprint and position of all buildings,
  - o The location, size and position of all SuDs features, and
  - o The location, size and position of all other elements forming part of the development e.g. public open space, play areas etc

In addition to the documents listed above, applications seeking the **approval of scale** on the outline application (not seeking it to be reserved) will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- A **proposed Block Plan/Site Layout Plan** showing the scale of the footprints of the proposed buildings.
- Details of the proposed scale of the homes/buildings in the form of either a block plan annotated with the proposed number of storeys and a schedule of the homes listing the number of storeys and number of bedrooms for each unit (i.e. housing mix).

#### **Additional recommended documents**

Although not a validation requirement is also recommended that applications involving multiple elements and/or residential units includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Although not a validation requirement, some applications of this scale are EIA (Environmental Impact Assessment) Development requiring an **Environmental Statement**. Therefore prior to submitting large scale applications, it is recommended applicants consider seeking an EIA Screening Opinion from the Local Planning Authority prior to submitting a formal planning application.

It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- a **construction management plan** on larger sites and/or those with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a **written scheme of archaeological investigation** on sites that have significant potential for archaeological deposits.
- It is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes from the outset.
- Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

**Please note:**

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

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

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Reserved Matters Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)

This section relates to applications for **reserved matters approval for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)**.

As a minimum such applications will need to include details of all matters that were ‘reserved’ at the outline stage (i.e. access, appearance, landscaping, layout, scale). The precise details, documents and/plans required will be dependent upon which matters were ‘reserved’ when the Outline Planning Permission was granted. The specific requirements for each reserved matter are detailed after the paragraphs relating to all reserved matters.

Such applications must include

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- Drawings/documents as detailed below

The following additional information/documents are always required for ‘Major’ Residential schemes, in the case of reserved matters applications, this may need to be in the form of revised/updated versions of those documents submitted at the Outline Planning Application stage:

- **Housing Statement** this will need to set out detail of the how the housing mix agreed on the outline is to be achieved in terms of layout, size and type of unit etc.
- **Flood Risk Assessment** - this will need to be updated from the outline application to take account of the impacts of the elements being constructed and resulting impacts upon run-off rates etc,

- **Sustainable Drainage Strategy** (SuDs) - this will need to be updated from the outline application stage to take account of the impacts of the elements being constructed and resulting impacts upon run-off rates, and thus requirements in terms of the capacity of SuDs features etc,
- **Sustainable Construction Statement/Plan** – this will need to expand upon the statement/plan supplied at the outlined stage, to cover the specific details/elements of the final design of various elements including the buildings, and site layout etc.
- **Parking Layout Plan** (could form part of or be overlaid on a copy of the **proposed block plan**,
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.
- An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).
- A **Heritage Statement** (if the building(s) are either heritage assets themselves or with the setting of such an asset, further details are provided in the [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)
- All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**
- All applications for residential development of this scale must include a **Housing Statement**, unless the precise housing mix was established at the outline planning permission stage.
- An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.
- If new liable development is within the RAMS ZOI (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.
- A **Crime Prevention Statement** is required for all Major Planning Applications.

The following additional information/documents are required for Major Residential schemes in certain circumstances:

- **Viability Assessment**, e.g. where viability is cited as a factor, or the proposal seeks to provide less than the policy requirements in terms of affordable or other housing mix requirements, or where the proposal is to convert holiday lets to unrestricted dwellings or seeks a use which is not policy compliant on the basis of viability,
- Proposal for 50 dwellings must be accompanied by a **Statement of Community Involvement**,
- **Travel Plan** and **Transport Assessment or Statement** (required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications).
- A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.
- An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

**Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

### **Access**

Applications seeking the **approval of access** will need to include:

- A **proposed Block Plan/Site Layout Plan** showing the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network, routes within the site and parking and turning areas.
- Plans demonstrating how the vehicular access(s) have been designed to accommodate the level of movements proposed including information such as swept path analysis and visibility splays.
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site frontage and/or adjacent to proposed access routes. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

### **Appearance**

Applications seeking the **approval of Appearance** will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context. These should show key views including the site frontage and key roads/pathways through the site,
- Proposed **elevational drawings** of the proposed dwellings and all other buildings and/or structures including garaging.
- **Proposed Floorplans**, as the internal layout of the buildings can affect the external appearance i.e. the location of rooms for certain uses often dictates the position and size of windows and doors.

### **Landscaping**

Applications seeking the **approval of landscaping** will need to include:

- **Hard and soft landscaping scheme**,
- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans**

### **Layout**

Applications seeking the **approval of layout** will need to include

- An **Arboricultural Assessment** will be required if there are trees within or adjacent and/or overhanging the site. The trees should also be shown on the **Existing and Proposed Block Plan/Site Layout Plans** showing the:
  - o The location of existing features proposed to be retained,
  - o The location of the proposed vehicular, cycle and pedestrian access(s) onto the site/to the existing network and the routes and parking and turning areas within the site,
  - o The location, footprint and position of all buildings,
  - o The location, size and position of all SuDs features, and
  - o The location, size and position of all other elements forming part of the development e.g. public open space, play areas etc
- Details of refuse/recycling bin storage and presentation areas, along with details of access routes and turning areas for collection vehicles, should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

### Scale

Applications seeking the **approval of scale** will need to include:

- **Proposed indicative Streetscene(s)**, showing any ground level changes and with any existing dwellings on either side to provide context.
- A **Proposed Block Plan/Site Layout Plan** showing the scale of the footprints of the proposed buildings.
- Details of the proposed scale of the homes/buildings in the form of either a block plan annotated with the proposed number of storeys and a schedule of the homes listing the number of storeys and number of bedrooms for each unit (i.e. housing mix).
- **Proposed elevational drawings** of the proposed dwellings and all other buildings and/or structures including garaging.
- **Proposed Floorplans**, as the internal layout of the buildings can affect the external appearance and scale of the external envelope of those buildings i.e. the location of rooms for certain uses often dictates the position and size of windows and doors, and can lead to the need for increased roof heights affecting the scale.

### Physical works requiring specific information

Proposals that include the provision of **renewable energy equipment and/or air conditioning equipment** will need to include details on the **Proposed Elevational drawings**, and **Proposed Block Plan/Site Layout Plan** as applicable, as outlined in **Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

Proposals that involve the installation of **fuel tanks** (e.g. heating fuel such as oil or gas) will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the tank(s), including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location and footprint of the tank(s) and any hard surfacing/concrete base on which it is to be installed if above ground or the location of any associated capping hardstanding and covers/access points for those proposed below ground.

Proposals that involve the installation or replacement of a **foul water/sewage treatment** plant will require:

- The **Existing Block Plan/Site Layout Plan** must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).
- The **Proposed Block Plan/Site Layout Plan** must include the location of the sewage treatment plan and features that will remain visible above ground.

- The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:
  - o its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
  - And
  - o details of where the outflow will go (this could be shown on the proposed block plan).
- If pumps or other plant are required to enable the treatment plant or sewage connections to work, full details should be submitted with the application and if the equipment has the potential to generate significantly higher levels of noise than background levels and/or the pumping or other mechanical equipment would be located less than 2m from a boundary if that boundary is within another dwelling, Or it is attached to or within 1m of a building containing flats/apartments, the application will need to include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment, and expected noise levels from the equipment once the mitigation measures/housing have been implemented. Please note even if such an assessment is not required at validation stage, it may be required during the course of an application.

On sites with significant **variation(s) in ground level and/or requiring ground level changes, or the formation of or alteration to swimming or other pools or ponds** within the site, the application will need to include:

- a **topographical survey** showing the existing levels accurately,
- **cross sections** of the site based upon the topographical survey,
- an **Existing Block Plan/Site Layout Plan** including any features that are to be removed to enable the creation of the pool/ ground level changes including any trees (also see section in site features table below). This may be in the form of a **topographical survey**.
- And proposed **cross sections** and **Proposed Block Plan/Site Layout Plan** showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features. Where works are proposed within a few metres of a boundary with a neighbouring property, the topographical survey, proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).
- If the pool requires plant/pumps etc, the application will need to include a **Noise Impact Assessment or Acoustic Report**. If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This

should contain details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Proposals that include satellite **dishes and/or cctv cameras** must also include:

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed

and

- full details of their external appearance.

All schemes that include or would require **external lighting**, including security lighting and flood **lighting** will need to include a **lighting assessment/details of a lighting scheme**.

Proposals that include the installation of new or alteration to existing **walls, fences, gates or other means of enclosure**, will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.
- And full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

Proposals that include the replacement and /or creation of additional **hard surfacing** will need to include:

- The **Proposed Block Plan/Site Layout Plan**, will need to include full details of the size and location of the area to be covered by hard surfacing.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.

Proposals that are seeking or need to create a new **vehicular access** or alter an existing access on to the highway will need to include full details of the new/altered access including visibility splays on the **Proposed Block Plan/Site Layout Plan**. The visibility splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

Proposals that include the installation of **electrical outlets/upstands for recharging electric vehicles** must include:

- Details of the position/location of the outlets/upstands in relation to the parking space they are to serve on the **Proposed Block Plan/Site Layout Plan**,
- Details of the proposed height above ground level (which could be annotated on the proposed block plan).
- Details of the visual appearance of the units. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

#### **Additional recommended documents/drawings**

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a **Planning Statement**, not included as part of the application description on the application form.

If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.

Although not a validation requirement is also recommended that applications involving multiple elements and/or residential units includes a **phasing plan** and that the application description is worded to include a reference to phasing.

Although a **Design and Access Statement** is not a validation requirement for all Major reserved matters applications, applicants may wish to submit one to explain the thoughts behind the design and layout of their proposals.

Although not a validation requirement, some applications of this scale are EIA (Environmental Impact Assessment) Development requiring an **Environmental Statement**. Therefore prior to submitting large scale applications, it is recommended applicants consider seeking an EIA Screening Opinion from the Local Planning Authority prior to submitting a formal planning application.



It is also recommended that the following common details are also shown on the proposed drawings and/or within submitted documents, to reduce the potential for conditions that would require subsequent submission and discharge/approval, were planning permission to be granted:

- External materials for all buildings,
- **Hard and soft landscaping scheme,**
- Means to safeguard any trees on or close to the site during construction (i.e. fencing type, height and location to accord with the British Standard, preferably as part of the **Arboricultural Assessment**, where required, see [additional requirements based upon the existing physical features that existing within/adjoining the site and any designations](#)),
- position(s) of refuse/recycling storage and presentation areas (i.e. on the **Proposed Block Plan/Site Layout Plans** and /or in the form of a **Refuse Storage Plan**,
- details including the position of charging points for electric vehicles,
- details of parking/storage areas for bicycles,
- a construction management plan sites with potential access issues or a tight relationship with neighbouring dwellings, or of a larger scale where adverse impacts during construction may need to be controlled.
- a written scheme of archaeological investigation on sites that have significant potential for archaeological deposits.
- Although not a requirement for ‘Minor’ developments, it is recommended that applicants seek to incorporate **sustainable construction** methods and features within their schemes.

**Please note:**

- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size**

**or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**

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

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Hybrid Applications for residential development for 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)

This section relates to **‘hybrid’ applications seeking outline approval for some elements and full planning permission for other elements, with 10 or more dwellings, and/or the floorspace would be 1000sm or greater, and/or the site area would be greater than 1ha. (i.e. a ‘major’ development)**.

The **application form** for full planning permission should be completed and submitted. The application description placed on that form must make it clear that it is a Hybrid application and which elements are sought in outline and which in full. Further guidance can be found in the [application description guidance](#).

Such applications will need to supply all plans/documents specified for outline applications for the elements that are seeking [Outline Planning Permission](#), and all plans/documents specified for full applications for those elements that are seeking [Full Planning Permission](#). If some of these elements are commercial, community or other uses, rather than purely residential, the application will also need to include **the relevant documents/plans cited as a requirement for such uses within this validation guidance**.

In addition to this, the **block plan** must be clearly annotated to make it clear which elements are the subject of the full part of the application and which elements are only being sought in outline form.

All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a **foul drainage assessment**

A **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required).

All applications for residential development of this scale must include a **Housing Statement**.

An **Open Space Assessment** would be required if the proposal would result in the loss or creation of open space, and/or a residential development of 5 or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities and/or development on open space, whether that is in public or private ownership.

A **Crime Prevention Statement** is required for all Major Planning Applications.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (SPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

Also see [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)

If new liable development is within the RAMS ZOI (13km from SAC/SPA/Ramsar sites) an HRA is required to account for in combination effects on protected Habitats Sites. **RAMS** tariff payment being the easiest way to account for in combination impacts.

The application will need to include a **marketing assessment** if the proposal includes the **loss of, re-use, change of use and/or conversion of:**

- a public house, or
- a building that provides employment, or
- a community facility or [community asset](#), or
- or is within any area safeguarded as employment land within the [development plan](#) or
- the loss or a heritage asset (e.g. [Listed buildings](#), [Conservation Area](#) or [Non-designated heritage assets \(NDHA\)](#)), on the grounds of redundancy and economic viable repair.

A **Health Impact Assessment** will be required for all applications which include:

- A housing development of 50 dwellings or
- A development of less than 50 dwellings but which is still deemed to potentially impact on health services significantly

- A development that includes care homes, care facility, housing for the elderly, or student accommodation
- A development that involves the significant loss of public open space
- Any other type of development that could have significant health implications.

If the dwellings are proposed adjacent to existing sources of noise, including busy roads, railways, commercial, industrial sources, pubs and clubs, the application must include a **Noise Impact Assessment or Acoustic Report**, because dwellings are sensitive to noise.

A **Landscape and Visual Impact Assessment** will be required for schemes which are likely to have a **significant visual impact within the landscape** and on **all applications where an Environmental Impact Assessment/Statement (EIA) is required**.

An **Indicative Landscape Masterplan or Landscape Strategy** should be submitted for all major applications, minor applications in a sensitive landscape, and any proposal for an exception house under the relevant paragraph in the National Planning Policy Framework (originally paragraph 55, subsequently 79, then 80 and at time of drafting this list, paragraph 84).

If the site is allocated by an **Allocation Policy** within either the [Waveney or Suffolk Coastal Local Plans](#), or in a [Neighbourhood Plans](#), the application will also need to include any plans and/or documents specified in the relevant allocation policy. It is also advisable to include additional plans/documents to illustrate compliance with the allocation policy even if it does not refer to a requirement to submit a specific plan or document e.g. if the policy states that archaeological investigation will be required or that any scheme will need to mitigate against harm to archaeological deposits, it is recommended the application includes either a **written scheme of archaeological investigation** or a **full Archaeological Assessment** and details how the findings have been considered in shaping the proposals.

Although not a validation requirement is also recommended that applications involving multiple elements and/or retail and/or residential uses includes a **phasing plan** and that the application description is worded to include a reference to phasing.

**Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

**Please note:**

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

## Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations

The [East Suffolk ArcGIS mapping system](#) can be used to check whether a proposed application site is within many of the zones and designations referred to in the table below. However, consideration will also need to be given to whether the site is close to/in the setting of Listed Buildings and Conservation Areas etc so applicants/agents are advised to look beyond the site for other features nearby. Some of the features referred to in the table below e.g. trees, significant ground level changes etc are not necessarily mapped, and therefore applicants/agents will also need to check for these on site prior to submitting their application.

| Feature/designation  | Documents Required (in addition to those that are relevant within the sections above)  |
|--|--|
| If the application site is <u>within or 30m landward</u> of a <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). | <p>The application must include a <b>Flood Risk Assessment</b>.</p> <p>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>.</p> <p>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>.</p> |
| 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>, or</li> <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> <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 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 heritage assets</a> » <a href="#">East Suffolk Council</a></li> </ul> |



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|   | <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>Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:</p> | <p>An <b>Archaeological Assessment</b> will be required.</p> <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</p>  |

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| <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>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 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> </ul> | <p>An <b>Ecological Appraisal</b> including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The <a href="#">CIEEM guidance</a> should be used in relation to the age of surveys that are relied upon.</p>  |

- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

These designations are shown on our [online GIS system](#).

This includes, but is not limited to:

- Alterations to building of a form that could potentially provide a **habitat for roosting bats** (e.g. usually an older constructed from timber or brick with an unheated pantiled roof)
- **Works close to or directly affecting other habitats** which may e.g. ponds that may contain newts

The East Suffolk ArcGIS mapping system can be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shown on this mapping system, as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal.

Biodiversity Net Gain (BNG): All applications should include a Biodiversity Net Gain assessment (calculated using the most up

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

**Biodiversity Gain Plan and BNG Metric** (including the calculation spreadsheet) prepared by a suitably qualified individual, may also be required.

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| <p>to date version of the national BNG Metric) and a Biodiversity Gain Plan demonstrating how the development delivers net gain. The amount of Biodiversity Gain delivered by a development should follow published local guidance until such time as a national mandatory level has been set.</p>                                 |   |
| <p>Where 1 or more net new relevant development (dwellings, holiday lets etc), within the 13km RAMS Zone of Influence of Suffolk Coast Habitats Sites consisting of:</p> <ul style="list-style-type: none"> <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 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 <b>Public Rights of Way</b>.</p> |

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| <p>If there are <b>Trees on or overhanging</b> 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 <b>arboricultural assessment and tree survey</b> 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> <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 Suffolk Minerals and Waste Local Plan</li> </ul> | <p>A <b>Geodiversity Survey and Assessment Report</b> will be required for all applications seeking outline or full planning permission.</p>   |
| <p>Where a scheme relates to a site known or suspected to be <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>   |