

Illustration of East Suffolk Validation Requirements for Planning and related applications

Note: Illustration of how the information will interlink and be navigable by users, with links set up for extensions and alterations on dwellings as an example. The blue outlined boxes, and blue underlined text are set up as hyperlinks between the illustrative pages and to other relevant webpages. The wording content is purely illustrative.

East Suffolk Local Validation List and guidance for Planning and related applications

View requirements
based upon
Application Type

View requirements
for specific drawings,
documents and
assessments

East Suffolk Local Validation Requirements based upon Application Type

General introductory Text including guidance on what to do prior to submitting and application, guidance on the inclusion of personal and sensitive data, and recommendations on application descriptions

Planning Applications for extensions and/or alterations to dwellings, their curtilage, outbuilding, and means of enclosure (i.e. Householder applications)

Householder Prior Notification Applications

Planning Applications for Solar Power, air source heat pumps, Biomass Boilers and other renewables

Listed Building Consent

Planning Applications for Changes of Use of land and/or buildings

Planning Applications for new dwellings and/or residential care facilities

Planning Applications for commercial, agricultural, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.

Advertisement Consent

Applications seeking 'Prior Notification' approval for agricultural works and buildings

Applications seeking 'Prior Notification' approval including those for changes of use (with & without physical works)

Applications seeking Certificates of Lawfulness (Existing or Proposed)

Applications seeking Variations or Removal of Conditions

Applications seeking Non-Material Amendments

Applications seeking discharge of conditions/approval of matters reserved by condition

Applications made under Regulation 77 of the Habitats Regulations

- Agricultural Diversification Statement
- Air Quality Assessment
- Amendments/Changes Statement
- [Application Forms and Ownership Certifications](#)
- Arboricultural Assessment and Tree Survey
- [Archaeological Assessment](#)
- [Biodiversity Gain Plan Biodiversity and Ecological Assessments](#)
- Biomass Boiler Form
- [Block Plan/Site Layout Plan](#)
- Building Heights / Number of Storeys Plan
- Coastal Erosion Vulnerability Assessment
- Community Consultation Statement / Statement of Community Involvement
- Community Facilities Justification Statement
- [Community Infrastructure Levy \(CIL\)](#)
- Construction Management Plan /Method Statement)
- Contaminated Land Assessment / Land Contamination Questionnaire
- Conversion Specification
- Cross Sections
- [Daylight / Sunlight Assessment](#)
- [Design and Access Statement](#)
- Draft Heads of Terms
- Dwelling Sizes and Tenure Plan/schedule
- [Elevational Plans](#)
- Energy Statement
- Environmental Impact Assessment
- [Fees](#)
- [Flood Risk Assessment](#)
- Flood Risk Sequential and Exception Tests
- [Floor Plans](#)
- [Foul Drainage Assessment](#)
- Geodiversity Survey and Assessment Report
- Habitats Regulation Assessment (HRA) and Recreational disturbance Avoidance Mitigation Strategy (RAMS) tariff form/payment
- Health Impact Assessments
- [Heritage Statement or Impact Assessment](#)
- Housing Statement
- Hydrographical /Bathymetric Survey
- Isometric Drawings /Virtual 3-Dimensional Modelling
- [Joinery and Window Details](#)
- Landscape and Visual Impact Assessment
- Landscaping details
- Lighting Assessment / Details of Lighting Scheme
- Marketing Assessment
- Models
- Noise Impact Assessment and/or acoustic report
- Odour Assessment
- Open Space Assessment
- Parking layout plans
- Phasing Plan/Schedule
- Planning Statement
- Public Rights of Way
- Refuse storage/presentation plan
- Retail / Leisure Impact Assessments
- [Roof Plans](#)
- Rural Workers Dwelling Statement
- Sequential Test and Exception Tests for Flood Risk
- [Site Location Plan](#)
- [Streetscene](#)
- Structural Survey
- Sustainable Drainage Strategy
- Sustainable Construction Statement/Plan
- Telecommunications report
- Topographical Survey
- Transport Statement or Assessment
- Travel Plan
- Variation of Condition Statement/Specification
- Ventilation/Extraction Equipment Details and Assessment
- Viability Assessment

Planning Applications for extensions and/or alterations to dwellings, their curtilage, outbuilding, and means of enclosure (i.e. Householder applications)

General introductory Text specific to Householder applications, explaining what is covered in this section and guidance on what to do prior to submitting an application, guidance on the inclusion of personal and sensitive data, and recommendations on application descriptions.

Extension(s) and/or alterations to the dwellinghouse (including porches, conservatories, solid extensions, replacement of or changes to window or door positions/opening sizes, dormer windows, roof lights, balconies, cladding and rendering).

the installation or replacement of **foul water/sewage treatment plant:**

If the proposal includes the replacement and/or creation of additional **hard surfacing** (e.g. a new driveway).

the installation or replacement of **Heating Fuel tanks.**

If the proposal includes the creation of a **new vehicular access or alteration to an existing vehicular access.**

construction, extension, alteration or demolition of **outbuilding(s)** (including garages, carport, cartlodes, sheds, greenhouses, studio buildings, summerhouses, detached annexes etc):

If the proposal includes: **Solar panels, Air, ground or water source heat pumps, Biomass boilers, Wind turbine(s) and/or Other renewable energy equipment.**

If the proposal includes the installation of **electrical outlets/upstands for recharging vehicles.**

creation of an **annexe** or alterations to an annexe in the form of an extension, or in an existing outbuilding, or a new outbuilding:

If the proposal includes the installation of a new **flue or chimney,** or alterations to such a feature

Extension to the curtilage (i.e. enlargement of the garden by changing the use of adjacent land)

creation or enlargement of **swimming pools or other pools or ponds**

If the proposal includes **Satellite dishes and/or CCTV cameras:**

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

If the proposal involves any **significant changes to the existing ground level** (e.g. creation of terrace(s) within the garden or excavation of a bank etc):

If the proposal includes works to or **walls, fences, gates or other means of enclosure**

Extension(s) and/or alterations to the dwellinghouse

(including porches, conservatories, solid extensions, replacement of or changes to window or door positions/opening sizes, dormer windows, roof lights, balconies, cladding and rendering).

Such applications will require the following as a minimum:

- [Application Form with appropriate Ownership Certificate,](#)
- [Fee](#)
- [Site Location Plan](#)
- [Existing and Proposed Block Plan/Site Layout Plans](#)

The [Existing Block Plan/Site Layout Plans](#) must include and label any structures or features that are to be demolished/removed including any trees (also see section in site features table below).

The [Proposed Block Plan/Site Layout Plans](#) should include the position of any extensions.

In all cases the applicant/agent will need to supply [Existing and Proposed Elevational drawings.](#)

In the majority of cases the applicant/agent will also need to supply [Existing and Proposed Floor Plans](#). Only in cases where there are no changes to the floorspace/layout (e.g. installation of cladding or render on the existing building, or replacement of windows/doors) will applications be accepted without floor plans.

If a proposal is seeking Planning Permission (e.g. on a listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent) and/or Listed Building Consent to replace windows or doors, the application will need to include full [Joinery and Window details](#) detailing the existing and proposed windows/doors. Where the windows/doors to be removed are historic, the application should also include a justification statement supported by evidence that the windows/doors are beyond repair.

If a proposed extension would have a roof that would extend off and/or tie into the original roof, or replace the entire roof then [Existing and Proposed Roof Plans](#) will be required to show how the roofslopes would interrelate. The only exception to this would be for relatively minor works such as the installation of roof lights, where roof plans will not be insisted upon.

If the proposal is for a two-storey front extension or an extension which involves a significant addition to the front roofslope or replacing the existing roof with a roof of a different height or pitch a [Streetscene](#) drawing showing the proposal in the context of the buildings on either side will be required (that is a requirement whether the addition is creating and additional storey or not).

[An Arboricultural Assessment and Tree Survey](#) will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the Suffolk Biodiversity Validation Checklist (Link to SBIS). This is particularly required if there is potential for bats to be roosting in buildings or if great crested newts may be present around the site.

Non-Designated Heritage Asset (NDHA) and Listed Buildings a [Heritage Impact Assessment](#) will also be required.

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

All householder schemes creating 100sqm or more of floorspace (measured externally) located on sites within [Conservation Areas](#), a [Design and Access Statement](#) is required.

If the new floorspace would be close to or above the threshold making the development [Community Infrastructure Levy \(CIL\) Liable](#), the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted, along with other relevant CIL Forms) prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption).

If the scheme is proposing an extension that by virtue of its size and/or location could affect the light reaching habitable rooms on adjoining properties, the applicant/agent may wish to [Daylight / Sunlight Assessment](#) as part of the application as it might assist their case in demonstrating how/why the scheme is acceptable in this respect.

Additional drawings/documents will be required for proposals that also include the

- [construction, extension, alteration or demolition of outbuildings](#)
- [Annexe.](#)
- [Swimming pools or other pools or ponds.](#)
- [ground level changes.](#)
- [installation or replacement of foul water/sewage treatment plants.](#)
- [installation or replacement of domestic heating fuel tanks.](#)
- [installation of renewable energy equipment .](#)
- [installation or alterations of a flue or chimney .](#)
- [installation of Satellite dishes and/or CCTV cameras.](#)
- [installation or replacement of walls, fences, gates or other means of enclosure.](#)
- [installation or replacement of hard surfacing.](#)
- [Creation or alteration of a vehicular access.](#)
- [installation or replacement of electrical outlets/upstands fore recharging vehicles.](#)
- [Extension to the curtilage / garden.](#)

Please note additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, at risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.).

Application Types

Document Types

Householder applications

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

Construction, extension, alteration or demolition of outbuilding(s) (including garages, carport, cartlodes, sheds, greenhouses, studio buildings, summerhouses, detached annexes etc):

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
- [Annexe.](#)
- [Swimming pools or other pools or ponds.](#)
- [ground level changes.](#)
- [installation or replacement of foul water/sewage treatment plants.](#)
- [installation or replacement of domestic heating fuel tanks.](#)
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- [Creation or alteration of a vehicular access.](#)
- [installation or replacement of electrical outlets/upstands fore recharging vehicles.](#)
- [Extension to the curtilage / garden.](#)

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applications

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

Creation of an annexe or alterations to an annexe in the form of an extension, or in an existing outbuilding, or a new outbuilding

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
- [construction, extension, alteration or demolition of outbuildings](#)
- [Swimming pools or other pools or ponds.](#)
- [ground level changes.](#)
- [installation or replacement of foul water/sewage treatment plants.](#)
- [installation or replacement of domestic heating fuel tanks.](#)
- [installation of renewable energy equipment .](#)
- [installation or alterations of a flue or chimney .](#)
- [installation of Satellite dishes and/or CCTV cameras.](#)
- [installation or replacement of walls, fences, gates or other means of enclosure.](#)
- [installation or replacement of hard surfacing.](#)
- [Creation or alteration of a vehicular access.](#)
- [installation or replacement of electrical outlets/upstands fore recharging vehicles.](#)
- [Extension to the curtilage / garden.](#)

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applications

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

creation or enlargement of swimming pools or other pools or ponds:

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
- [construction, extension, alteration or demolition of outbuildings](#)
- [Annexe.](#)
- [ground level changes.](#)
- [installation or replacement of foul water/sewage treatment plants.](#)
- [installation or replacement of domestic heating fuel tanks.](#)
- [installation of renewable energy equipment .](#)
- [installation or alterations of a flue or chimney .](#)
- [installation of Satellite dishes and/or CCTV cameras.](#)
- [installation or replacement of walls, fences, gates or other means of enclosure.](#)
- [installation or replacement of hard surfacing.](#)
- [Creation or alteration of a vehicular access.](#)
- [installation or replacement of electrical outlets/upstands fore recharging vehicles.](#)
- [Extension to the curtilage / garden.](#)

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

If the proposal involves any significant changes to the existing ground level (e.g. creation of terrace(s) within the garden or excavation of a bank etc):

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
- [construction, extension, alteration or demolition of outbuildings](#)
- [Annexe.](#)
- [Swimming pools or other pools or ponds.](#)
- [installation or replacement of foul water/sewage treatment plants.](#)
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- [installation or replacement of electrical outlets/upstands fore recharging vehicles.](#)
- [Extension to the curtilage / garden.](#)

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Householder applications

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

the installation or replacement of a foul water/sewage treatment plant

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

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- [Creation or alteration of a vehicular access.](#)
- [installation or replacement of electrical outlets/upstands fore recharging vehicles.](#)
- [Extension to the curtilage / garden.](#)

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

The installation or replacement of Heating Fuel tanks.

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
- [construction, extension, alteration or demolition of outbuildings](#)
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- [Extension to the curtilage / garden.](#)

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

If the proposal includes: Solar panels, Air, ground or water source heat pumps, Biomass boilers, Wind turbine(s) and/or Other renewable energy equipment.

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
- [construction, extension, alteration or demolition of outbuildings](#)
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Householder applications

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

If the proposal includes the installation of a new flue or chimney, or alterations to such a feature

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

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- [Extension to the curtilage / garden.](#)

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

If the proposal includes Satellite dishes and/or CCTV cameras:

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
- [construction, extension, alteration or demolition of outbuildings](#)
- [Annexe.](#)
- [Swimming pools or other pools or ponds.](#)
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Additional requirements, based upon the existing physical features that exist within/adjoining the site and any designations

If the proposal includes works to or walls, fences, gates or other means of enclosure

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

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

If the proposal includes the replacement and/or creation of additional hard surfacing (e.g. a new driveway).

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

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- [Extension to the curtilage / garden.](#)

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

If the proposal includes the creation of a new vehicular access or alteration to an existing vehicular access.

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
- [construction, extension, alteration or demolition of outbuildings](#)
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- [Swimming pools or other pools or ponds.](#)
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- [Extension to the curtilage / garden.](#)

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

If the proposal includes the installation of electrical outlets/upstands for recharging vehicles.

General text setting out the requirements for this type of application with these types of works.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

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- [Extension to the curtilage / garden.](#)

Application
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Types

Householder
applications

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

Extension to the curtilage of the building (i.e. enlargement of the garden by changing the use of adjacent land)

General text setting out the requirements for this type of application with these types of works. Including explaining this requires a change of use so can not be a Householder application.

To include direct links to the documents/drawings referred to, and links to other works which are most likely to be submitted on the same application i.e.

Additional drawings/documents will be required for proposals that also include the

- [Extensions and/or alterations to dwellinghouses](#)
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Additional requirements, based upon the existing physical features that exist within/adjoining the site and any designations

Additional requirements for Householder applications, based upon the existing physical features that exist within/adjoining the site and any designations

Text listing potential designations/site features that can trigger the need for additional documents/drawings and an explanation of what documents/plans are required when.

To include links to each of the documents / assessments /drawings referred to, and links to external sources of additional information.

e.g.

Area at risk of Flooding = [Flood Risk Assessment](#)

NDHA, Listed Building = [Heritage Statement or Impact Assessment](#)

Trees = [Arboricultural Assessment and Tree Survey](#)

etc

Application forms and Ownership Certificates

Application forms

You will need to complete and submit the application form that is relevant to the type of application you are seeking. The forms for most applications can be submitted online or be downloaded as 'paper forms' (pdf format) from the [Planning Portal website](#).

The form must be fully completed with all sections of the application form completed accurately including but not limited to sections related to (where the question is included on that application form):

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

Ownership Certificates

You must complete an ownership certificate for the land within the red line on the Site Location Plan at a scale of 1:1250 or 1:2500, on all applications except:

- an application for Reserved Matters,
- works to trees protected by Tree Preservation Orders,
- Hedgerow Removal Notice,
- any Prior Notification application,
- notification of works to trees in Conservation Areas,
- applications for Express Consent to display an Advertisement,
- Certificate of Lawfulness applications,
- Any post decision application (Discharge of condition, Non-material amendment).

These certificates are embedded within the application form itself.

For these purposes an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

The responsibility for completing the appropriate Certificate rests entirely with the applicant. The Planning Authority has no records of the details of ownership or lease of land or buildings. The Planning Authority will therefore rely solely on the information submitted with the application and therefore to avoid any delay or challenge, it is important that the certificates are accurately completed.

Fill in Certificate A if the applicant is the only person who owns the application site and none of the land is part of an agricultural holding. This is what the completed certificate A confirms.

Fill in Certificate B if the applicant does not own the application site or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders, agricultural tenants). You will need to list the names and addresses of any other people and confirm the date when you "served notice" (that is, formally told them) that you were making the application by giving them the Part 1 Notice (see below). This is what the completed Certificate B confirms, which is required at least 21 days before the submission of the application.

You should use Certificate C if you know some owners or agricultural tenants but not all of them. In this case you must also explain what reasonable steps you have taken to identify other owners and/or agricultural tenants. You will need to list the names and addresses of any other people and confirm the date when you "served notice" (that is formally told them) that you were making the application. You will also have to place a public notice in a newspaper circulating in the area where the land lies, which is required at least 21 days before the submission of the application.

You should use Certificate D if you do not know any of the owners and/or agricultural tenants. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in the area where the land lies.

Part 1 Notice

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

Arboricultural Assessment and Tree Survey

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information e.g. information on Tree Preservation Orders

Application
Types

Document
Types

Block Plan/Site Layout Plan

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

- Indicate the direction of North
- Include a scale bar
- Title to identify the development and subject of the drawing
- A unique drawing number which also indicates any revisions (e.g.1234Revision B)
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed)
- The date the plan was prepared or amended
- Show the proposed development in relation to the site boundaries, and other existing buildings on the site and neighbouring land.
- The species, position, and spread of, all trees within or overhanging the application site, including those on adjoining land with a canopy overhanging the application site. This may also need to be accompanied by an [Arboricultural Assessment](#).
- The extent and type of any hard surfacing, and the location and type of any associated drainage works (e.g. gullies and soakaways)
- The location, shape and scaled size of any [water management/SuDs features](#),(where appropriate/applicable).
- The proposed Block Plan must include details of the visibility splays for any new or amended vehicle accesses to the highway. control of the Local Highway Authority, and in the majority of cases will need to meet the requirements of the [Suffolk County Council Standard drawings for access layouts](#).
- The location, number and form of any vehicle or bicycle parking

- The location and shape of any vehicle turning area.
- The location of any Electric Vehicle Charging Points.
- The plan should highlight what type of vehicles the parking spaces are to be provided for (e.g. cars, two-wheeled motor vehicles, bicycles etc) which spaces are to be equipped with electric charging points and how those spaces meet the [Suffolk County Council Parking Guidance](#) in terms of size etc
- Boundary treatments including walls or fencing where this is proposed.
- On applications for new dwellings or new commercial units details of the position of refuse/recycling storage and presentation areas should also be shown on the proposed block plan and/or on a separate [Refuse Storage Plan](#).
- On sites with existing significant variations in ground level and/or where works are proposed to alter ground levels (e.g. terracing, excavation before siting a building or to create a pond, or creating a plateau) the existing block plan will need to be accompanied by or maybe replaced by a [topographical survey](#), and the proposed block plan should include proposed levels. [Existing and Proposed Cross Sections](#) are also likely to be required.

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

Although the Building Regulations is covered by separate legislation from Planning, consideration should be given to the requirements of Part O of Building Regulations from the outset, prior to the submission of the planning application, to avoid the scheme failing at the Building Regulations Stage and/or a significant redesign being required along with additional applications to amend any Planning Consent. This is recommended because Part O now requires thermal modelling and assessment in terms of overheating which can significantly impact design in terms of glazing and orientation of buildings.

Community Infrastructure Levy Liable

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Cross-Sections

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Daylight /Sunlight Assessment

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Design and Access Statement

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Biodiversity Gain Plan Biodiversity and Ecological Assessments

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Elevational Plans

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Fees

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Floor Plans

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Flood Risk Assessment

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Foul Drainage Assessment

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Heritage Statement or Impact Assessment

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Joinery and Window Details

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Refuse Storage Plan

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Roof Plans

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Site Location Plan

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Streetscene

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Sustainable Drainage Strategy

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types

Topographical Survey

Text explaining what these are, when they are required and what they need to include, with links to related/connected documents plans and online sources of further information

Application
Types

Document
Types