

Appendix G: Draft version of “Local Validation Guidance – Chapter 5: Planning Applications for changes of use of land and/or buildings”

Key

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

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

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

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

Chapter 5: Planning Applications for changes of use of land and/or buildings

Introduction

Such applications for Planning Permission have to be submitted seeking Full Planning Permission. Outline Planning Permission cannot be sought for conversions and/or change of use proposals because definition of ‘Outline Planning Permission’ as set out in the Town and Country Planning Development Management Procedure Order 2015 (As amended) “*means a planning permission for the erection of a building, which is granted subject to a condition requiring the subsequent approval of the local planning authority with respect to one or more reserved matters;*”.

If you are not sure if your proposals require Planning Permission and/or Listed Building Consent it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

Prior to submitting a formal application for planning permission it is also recommended that applicants and agents read the guidance on the [‘Before submitting a planning application](#) page of our website.

Personal or Sensitive Data

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

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

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

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

Application Descriptions

It is recommended that the description is clear about the works that are proposed, including any demolition, but does not list all the specific alterations you are making, the dimensions of the addition(s), a long descriptive set of details, or personal reasoning for wishing to alter and extend.

Applications for conversions and change of use have a tendency to be either far too long or far too short. The description just needs to be limited to a brief summary of the existing and proposed uses, and the physical elements the works require. However, it should be long enough to include sufficient information to be clear what is proposed.

For example, a description in the following form would be too brief:

“Conversion of building”

A description in the following form would also be inappropriate as it is far longer than is needed and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Conversion of existing building which has been used to store farm machinery since 2005 and was used as a grain store prior to that date. The scheme seeks to convert it to a six bedroomed dwelling with accommodation over three floors, with master suite in roofspace, four bedrooms with 3 en-suites and family bathroom on first floor, and one bedroom with wetroom ensuite, utility room, study and open plan living/kitchen/dining room on the ground floor. The building will be finished in smooth pink render and the roof will be finished in artificial slate with 10 rooflights on the southern roof slope.

A single-storey rear extension is also proposed, which would be clad in black weatherboarding, with bi-folding doors on the side elevation and it would be 4m wide by 4m deep with a flat roof containing a roof lantern.

The extension is proposed to create a utility room, and a ground floor bedroom with wet room for the applicants parents who need such facilities due to mobility issues.”

A more appropriate form of description would be along the lines of:

“Conversion and extension of agricultural building to a dwelling”

An example of a description for a commercial proposal that would be too short:

“Change of use of ground floor to shop”

An example of a description for a commercial proposal that would be too long and/or contain inappropriate personal information:

“Change of use of ground floor from Freddy’s Pizza Place to George’s Dog Grooming Salon.

Physical alterations including painting shop front, and fitting out interior including installation of 3 sinks for dog washing and 6 stations for trimming fur and nails. A new interceptor to catch fur in the drainage from the sinks will be installed which will be emptied weekly. The existing kitchen ventilation equipment will be left as it is.

The premises will be open 08:30 to 14:30 on Mondays, 10:00 to 15:00 Tuesday – Thursday, 09:30 to 19:30 on Fridays and Saturdays with no opening on Sundays and Bank Holidays. It will operate on a drop in basis i.e. no appointment necessary. We will cater for all breeds and sizes of dogs.

There are 3 parking bays to the rear of the property which can be accessed from Back Lane and can be used by staff. Customers can use the public car park on Parking Street which is 2min walk away.

The manager will live in the flat on the first floor, but will have their own access via a door onto Side Street, where there is permit parking that they can use.

Freddy's Pizza Place is a restaurant that opened in 1991 and is still run by the same family. It is closing in September due to the owners ill health”

A example that would be more appropriate would be:

“Change of use of entire ground floor from restaurant (Use Class E) to Dog Grooming Salon (Sui Generis) with managers accommodation on the first floor”

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason or has additional information relating to how the business is proposed to operate, this should be in the form of a **Planning Statement** and it should not be included as part of the application description on the application form.

Retrospective Applications

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

“Retrospective Planning Permission sought for a change of use of entire ground floor from restaurant (Use Class E) to Dog Grooming Salon (Sui Generis) with managers accommodation on the first floor”

Types of Proposal for changes of use

This section is divided into the following sections based upon the nature and types of proposal:

- [Change of use of building\(s\) without internal or external physical works to the building\(s\) or the land](#)
- [Conversion of an existing building or land along with physical works](#)
- [Change the use of land to be either an extension to or a new curtilage or garden](#)

Guidance is also provided elsewhere within the East Suffolk Local Validation List Guidance in relation to the requirements for

- Planning Applications:

- for Changes of use from business, commercial and/or retail uses,
- for Changes of use to business, commercial and/or retail uses
- for Changes of use from Community Uses
- for Changes of use to Community Uses
- involving Medical or Educational Uses
- involving Agricultural Uses
- involving Tourism accommodation
- involving Equestrian related uses
- involving Conversion of existing buildings
- for new dwellings:
 - Full Planning Applications for dwellings – ‘Minor’ applications
 - Outline Planning Applications for dwellings – ‘Minor’ applications
 - Reserved Matters Applications for dwellings – ‘Minor’ applications
 - Hybrid Planning Applications for dwellings – ‘Minor’ applications
 - Full Planning Applications for dwellings – ‘Major’ applications
 - Outline Planning Applications for dwellings – ‘Major’ applications

- Reserved Matters Applications for dwellings – ‘Major’ applications
 - Hybrid Planning Applications for dwellings – ‘Major’ applications
- Prior Notification Applications for changes of use with and without physical works.

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Change of use of building(s) without internal or external physical works to the building(s) or the land

This section relates to Planning Applications for the change of use of building(s) without internal or external physical works to the building(s) or the land associated with them, then the documents/plans etc detailed below are required. This includes but is not limited to applications involving:

- change of use of a building from a commercial use to an alternative commercial use and/or residential and/or community use,
- change of use from residential to a commercial or community use,
- change of use of buildings and/or land to community uses,
- use of a building(s) for storage,
- use of land for external storage,

(and other uses specifically mentioned in other sections of this East Suffolk Local Validation List Guidance).

Such applications will always require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing Block Plan/Site Layout Plans** which must include and label any structures or features including any trees (also see [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)).
- **Existing and Proposed Floor Plans.**

The documents required will be largely dependent on the nature of the existing and proposed uses, and therefore the sections of this document relating to **dwelling**s and for **non-residential uses i.e. commercial, agricultural, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units** should be referred to.

Details of refuse/recycling bin storage and presentation areas should be shown on the submitted **block plan(s)** and/or on **a refuse storage/presentation plan(s)**.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land information**.

If the floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

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

A **noise assessment** may be required to consider the likely impact of noise from any noise sources nearby and/or the impact of the proposed use upon existing nearby uses. This should consider all potential sources of noise and should be carried out by a competent person.

Please note:

- **Works for heating e.g. installation of air source heat pumps etc, often require planning permission and therefore would need to be the subject of an application. If they are included as part of the change of use application, the necessary documents, plans etc set out in the other relevant sections of this guidance will need to be included.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **Submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any**

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

- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.
- There will be additional requirements depending upon the nature of the existing and proposed use and the nature of the proposals, so the other sections of guidance within this Local Validation List Guidance should be referred to including those relating to Planning Applications:
 - for Changes of use from business, commercial and/or retail uses,
 - for Changes of use to business, commercial and/or retail uses
 - for Changes of use from Community Uses
 - for Changes of use to Community Uses
 - involving Medical or Educational Uses
 - involving Agricultural Uses
 - involving Tourism accommodation
 - involving Equestrian related uses
 - involving Conversion of existing buildings
 - for new dwellings:
 - Full Planning Applications for dwellings – ‘Minor’ applications
 - Outline Planning Applications for dwellings – ‘Minor’ applications
 - Reserved Matters Applications for dwellings – ‘Minor’ applications
 - Hybrid Planning Applications for dwellings – ‘Minor’ applications
 - Full Planning Applications for dwellings – ‘Major’ applications

- **Outline Planning Applications for dwellings – ‘Major’ applications**
- **Reserved Matters Applications for dwellings – ‘Major’ applications**
- **Hybrid Planning Applications for dwellings – ‘Major’ applications**

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Conversion of an existing building or land along with physical works

This section relates to planning applications that include the **conversion of an existing building or change of use of land along with physical works (internal or external)** in order to facilitate the proposed change of use.

This includes but is not limited to:

- change of use of a building from a commercial use to an alternative commercial use and/or residential and/or community use,
- change of use from residential to a commercial or community use,
- change of use of buildings and/or land to community uses.
- use of a building(s) for storage,
- use of land for external storage,

(other than those uses specifically mentioned in other sections of this [East Suffolk Local Validation List Guidance](#)).

In this context physical works to the land associated with the building(s) may include but are not limited to the creation of/alterations to:

- creation of access ramps/level thresholds,
- parking areas,
- vehicular accesses,
- external lighting,
- installation of new boundary treatments, heating equipment etc

Such applications will require the following as a minimum:

- [Application Form with appropriate Ownership Certificate](#), General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- [Fee](#)
- [Site Location Plan](#)
- [Existing and Proposed Block Plan/Site Layout Plans](#)

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

The documents required will be largely dependant on the nature of the existing and proposed use, and therefore the sections of this document relating to **dwelling**s and for **non-residential uses i.e. commercial, agricultural, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units** should be referred to.

All the documents/drawings specified as being required for the **conversion of buildings** will be required with such applications.

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

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

If additional planting is likely to be required it is recommended that such applications also include '**Landscaping details**' to reduce the potential for conditions that require approval/discharge via a further formal application process.

If the building is listed, curtilage listed/within the curtilage of a [Listed building](#), a Scheduled Ancient Monument, in a [Conservation Area](#) or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Statement and Heritage Impact Assessment** will also be required.

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

Details of refuse/recycling bin storage and presentation areas should be shown on the submitted **block plan(s)** and/or on a **refuse storage/presentation plan(s)**.

If the proposal would increase the vehicular comings and goings from the site, full details of the vehicular access including its visibility splays and any proposed modifications proposed to it should be shown on the submitted **block plan(s)**.

If the new floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site (along with other relevant CIL forms),

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

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land information**.

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

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

A **noise assessment** may be required to consider the likely impact of noise from any noise sources nearby and/or the impact of the proposed use upon existing nearby uses. This should consider all potential sources of noise and should be carried out by a competent person..

If the proposal involves the loss or creation of retail floorspace, a **Retail Impact Assessment** maybe required to validate the application.

If the proposal includes the installation of heating, cooling or renewable energy equipment, the requirements set out in the relevant section of **Chapter 3: Planning Applications for solar power, air source heat pumps, biomass boilers and other renewables, and air conditioning units** of this guidance will apply.

If the scheme includes a need for foul water connections, the requirements within the relevant sections of the other chapters of this guidance will apply (e.g. those relating to the relevant proposed use in either **Chapter 6: Planning Applications for new dwellings and/or residential care facilities** or **Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units.**)

Please note:

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

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

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 - Reserved Matters Applications for dwellings – ‘Major’ applications
 - Hybrid Planning Applications for dwellings – ‘Major’ applications

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Change the use of land to be either an extension to or a new curtilage or garden

This section relates to Planning Applications that seeks to **change the use of land to be either an extension to/or creation of a new curtilage or garden.**

Such applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

Such applications will require the documents specified within **extension to the curtilage / garden section** of the East Suffolk Local Validation List Guidance.

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

If additional planting is likely to be required it is recommended that such applications also include **'Landscaping details'** to reduce the potential for conditions that require approval/discharge via a further formal application process.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by **Contaminated Land information**.

An **Ecological Assessment** will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is listed, curtilage listed/within the curtilage of a [Listed building](#), a Scheduled Ancient Monument, in a [Conservation Area](#) or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Statement and Heritage Impact Assessment** will also be required.

Please note:

- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **Submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**
- **There will be additional requirements depending upon the nature of the existing and proposed use and the nature of the proposals, so the other sections of guidance within this Local Validation List Guidance should be referred to including those relating to Planning Applications:**
 - **for Changes of use from business, commercial and/or retail uses,**
 - **for Changes of use to business, commercial and/or retail uses**
 - **for Changes of use from Community Uses**

- for **Changes of use to Community Uses**
- involving **Medical or Educational Uses**
- involving **Agricultural Uses**
- involving **Tourism accommodation**
- involving **Equestrian related uses**
- involving **Conversion of existing buildings**
- for **new dwellings:**
 - **Full Planning Applications for dwellings – ‘Minor’ applications**
 - **Outline Planning Applications for dwellings – ‘Minor’ applications**
 - **Reserved Matters Applications for dwellings – ‘Minor’ applications**
 - **Hybrid Planning Applications for dwellings – ‘Minor’ applications**
 - **Full Planning Applications for dwellings – ‘Major’ applications**
 - **Outline Planning Applications for dwellings – ‘Major’ applications**
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 - **Hybrid Planning Applications for dwellings – ‘Major’ applications**

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

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

Feature/designation	Documents Required (in addition to those that are relevant within the table above)
If the application site is within or 30m landward of a Coastal Change Management Area (CCMA) (as identified on the Policies Map)	The application must to include a Coastal Erosion Vulnerability Assessment .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in Area at Risk of fluvial or tidal Flooding (i.e. Flood Zones 2 or 3). See both Flood map for planning and the East Suffolk district Strategic Flood Risk Assessment (to determine if zone 3a or 3b).	The application must include a Flood Risk Assessment .
If there are significant ground level changes/variations on the site or between the site and adjacent land, and/or the works include excavation or building up of earth, the application will need to include:	Full details of existing and proposed levels in the form of a topographical survey and/or cross-sections of the existing and proposed. Any cross sections must be based upon an accurate survey of the site.

If your **application site/property is or affected by a heritage asset**:

- A listed building, within the curtilage of a [Listed building](#), and/or within the setting of a listed building,
- A [Scheduled Ancient Monument](#) and/or its setting,
- A site identified on the [Suffolk Historic Environment Record](#) or within the setting of such a site,
- A site known to or thought to contain archaeological remains,
- A site within or adjoining a [Conservation Area](#), or
- In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a [non-designated heritage asset \(NDHA\)](#).

and you are proposing any physical works including:

- extensions and/or alterations to the building, including to its roof,
- constructing new outbuildings,
- altering or extending an existing outbuilding,
- erection of or alterations to walls, fences, gates and other means of enclosure,
- fixing any additional features (e.g. satellite dishes, electrical charging points, CCTV etc) to a Listed Building or an outbuilding within its curtilage,
- installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation

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

- Proposals affecting any [Listed building](#), including development within a curtilage and the setting of a listed building,
- Proposals affecting [Scheduled Ancient Monument](#) and their setting, (some exceptions apply for householder proposals, and other minor works see below),
- Proposals affecting sites identified on the [Suffolk Historic Environment Record](#) and their setting,
- Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping,
- Proposals within or affecting the character or appearance of [Conservation Areas](#) (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm),
- Proposals involving the demolition or substantial alterations to a building which may be considered as a [Non-designated heritage assets » East Suffolk Council](#)
- All applications where the development is likely to have an

	<p>impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement.</p> <p>Please note –</p> <ul style="list-style-type: none"> - For planning applications (and/or Listed Building Consent Applications) which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts within or to heritage assets (including Listed Buildings, Conservation Areas and NDHA’s), the application will also need to include full and precise Joinery and Window details. works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements. - In some cases an Archaeological Assessment may also be required. <p>Please note – works to/within the curtilage of a Listed Building may also require Listed Building Consent, the application for which has its own requirements.</p>
<p>In an Area of known or suspected archaeological importance, and the proposal includes works at or below ground level.</p> <p>Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:</p> <ul style="list-style-type: none"> • Those which contain or are adjacent to sites of 	<p>An Archaeological Assessment will be required.</p> <p>You are advised to check with the Suffolk Archaeological Service - Suffolk County Council, whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of</p>

<p>significant record on the Heritage Environmental Record (see link below),</p> <ul style="list-style-type: none"> • Are in areas of known high archaeological potential, such as river valleys, and the historic core of settlements, • Any larger sites which by their very nature have greater potential to impact on sites. 	<p>desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.</p>
<p>If the site/property is within a Neighbourhood Plan Area as shown on the online map</p>	<p>There are specific policies within Neighbourhood Plans which require the submission of certain documents e.g. details of any external lighting within dark sky areas.</p> <p>Therefore if the site is within an area covered by a Neighbourhood Plan the applicant/agent should check the policies within the relevant Neighbourhood Plan to see which additional documents are required, and supply those documents with the application.</p>
<p>Any proposal which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), and/ or for any application within or may have an effect on:</p> <ul style="list-style-type: none"> • Special Protection Areas (SPA) including potential SPAs (pSPA) • Special Areas of Conservation (SAC) including candidate SACs (cSAC) • Ramsar sites 	<p>An Ecological Appraisal including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The CIEEM guidance should be used in relation to the age of surveys that are relied upon.</p> <p>If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications</p>

<ul style="list-style-type: none"> • Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value) • National and Local Nature Reserves • Roadside Nature Reserves • County Wildlife Sites. <p>These designations are shown on our online GIS system.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Alterations to building of a form that could potentially provide a habitat for roosting bats (e.g. usually an older constructed from timber or brick with an unheated pantiled roof) - Works close to or directly affecting other habitats which may e.g. ponds that may contain newts <p>The East Suffolk ArcGIS Mapping system can be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shown on this mapping system, as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal.</p>	<p>received where these are clearly required but have not been undertaken/submitted will generally not be validated.</p>
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<p>Where 1 or more net new relevant development (dwellings, holiday lets etc), within the 13km RAMS Zone of Influence of Suffolk Coast Habitats Sites consisting of:</p> <ul style="list-style-type: none"> • Special Areas of Conservation (SAC) • Special Protection Areas (SPA) • Ramsar Sites 	<p>Habitat Regulations Assessment (HRA) and RAMS tariff form/payment</p>
<p>If there is a Public Right of Way on or adjoining your application site:</p>	<p>The applicant/agent must mark the definitive route on the Proposed Block Plan/Site Layout Plan. The route must be that shown on the Suffolk County Council Definitive Map, not the route as it appears on the ground (although it can be useful to also indicate that route as well).</p> <p>Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during construction to prevent materials etc from being stored on the route).</p> <p>If the scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.</p> <p>Further details explaining why these details are required can be found via Public Rights of Way.</p>
<p>If there are Trees <u>on or overhanging</u> the application site, and/or you have answered yes to question relating to ‘Trees and Hedges’ on the application form, and you are proposing extensions, new structures, means of enclosure or hardstanding near those trees.</p>	<p>An arboricultural assessment and tree survey will need to be submitted as part of the application.</p>

	<p>The applicant/agent will also need to ensure that they have considered the impact and sought to mitigate any impacts in the design and layout of the scheme.</p>
<p>Where a scheme relates to a site known or suspected to be contaminated and/or the use is vulnerable to sources of contamination. This may be due to previous uses of the site or adjacent land.</p>	<p>Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by Contaminated Land information.</p>

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